



BECKER COUNTY BOARD OF COMMISSIONERS

Regular Meeting

Date: Tuesday, December 2, 2025 at 8:15 AM

Location: Board Room, Courthouse

or

Virtual TEAMS Meeting Option

Call-In #: 763-496-5929 - Conference I.D.: 999 249 618#

- 8:15 Call the Board Meeting to Order: Board Chair Meyer
1. Pledge of Allegiance
- 8:20 Regular Business
1. Agenda Confirmation
 2. Minutes of November 18, 2025 3
- 8:55 Consent Agenda
1. Auditor-Treasurer: Regular Claims, Auditor Warrants, and Claims over 90 Days 5
 2. Human Services: Regular Claims, Public Health, and Transit
 3. Highway: Resolution 12-25-1A - Final Payment Acceptance 62624 6
 4. Highway: Resolution 12-25-1B - Becker County & City of Detroit Lakes LRIP Support 9
 5. Land Use: Parks & Rec - Snowmobile Trail Limited Use Permit #0300-0026 10
 6. Land Use: Environmental Services - Resolution 12-25-1D - 2026 Solid Waste Fee Correction of Resolution 10-25-2H 44
- 8:25 Commissioners
1. Open Forum
 2. Reports and Correspondence
 3. Appointments
- 9:00 County Administrator
1. MN DOC - F5 Project Introduction and Workload Update for Becker County 48
 2. MN DOC - Becker County Pretrial Supervision Program (1 Year Data Report) 58
 3. Extension Update: presented by Linda Perrine and Elliott Lawrence 66
 4. Report
- 9:25 Veterans Services
1. Resolution 12-25-1C - Donation Acceptance for Veterans Services 68
- 9:30 Public Hearing - To Adopt Registration & Fee Schedule for Low Potency Hemp and Cannabis Products
1. Cannabis License Fees 69
- 9:45 Human Resources
1. Policy Updates 73
 2. Auditor-Treasurer Job Descriptions 79
 3. DDA Maintenance Review 120
 4. Resolution 12-25-1F - 5 Month Time Limited Full-Time Bailiff Position 127
- 9:55 Highway

1. Capital Purchase - 2027 Tandem Truck Purchase 128
2. Capital Request - 2026 Chevrolet 3500 with V-Plow 147

10:00 Break

10:05 EDA

1. Housing Management Contract FY 2026 153
2. MN Cities Participation Program FY 2026 164
3. Housing Trust Fund Information 171

10:15 Planning & Zoning

1. Planning Commission Recommendations 11/19/2025 176
 - a) DHV Ventures LLC - Request a Conditional Use Permit to rent out shop space for commercial use and storage
 - b) Devin Wood on behalf of Timothy Heggestuen - Request a Conditional Use Permit to operate a Firearms Business

Closed Session - Evaluation of County Administrator Carrie Smith

1. Motion to close the meeting pursuant to Minn. Stat. Section 13D.05 Subd. 3 (a) 178

Adjourn

BOARD MEETING AS POSTED

BECKER COUNTY BOARD OF COMMISSIONERS

DATE: TUESDAY, November 18, 2025 at 8:15 am

LOCATION: Board Room, Courthouse

1. Meeting was brought to order by Chair Meyer. Commissioners in attendance: Meyer, Jepson, Hansen, Vareberg and Nelson, County Administrator Carrie Smith, and minute taker Peggy Martin.
2. Pledge of Allegiance.

Agenda/Minutes:

1. Agenda – Motion and second to approve the agenda (Jepson, Hansen) carried.
2. Minutes – Motion and second to approve minutes of November 4, 2025 with the requested changes (Hansen, Nelson) carried.

Consent Agenda

1. Motion and second to approve and accept the following Consent Agenda Items – Auditor-Treasurer: Regular Claims, Auditor Warrants and Claims over 90 Days, September 2025 Cash Comparison, Sales Tax, and Investment Reports, Resolution 11-25-2A – Tax Forfeit Easement 12.0104.000 Veronen, Human Services: Regular Claims, Public Health, & Transit, Resolution 11-25-2B – Donation Acceptance from St Peter's Lutheran Church, Highway: Resolution 11-25-2C – CSAH 30 LRIP Support, Resolution 11-25-2D – Lake Eunice Twp LRIP Support, Resolution 11-25-2E – Audubon Twp LRIP Support, Sheriff: Advanced Correctional Healthcare Renewal (Nelson, Jepson) carried.

Commissioners:

1. Open Forum:
 - Brian McDonald – Introducing two new County Attorneys. Chris Myers and Lily Crume.
2. Reports and Correspondence: Reports were provided on the following meetings:
 - Commissioner Jepson – Human Services, EDA Housing.
 - Commissioner Nelson – Zoning – Blight Properties, Courthouse.
 - Commissioner Hansen – Zoning – Blight Properties.
 - Commissioner Vareberg – Human Services.
 - Commissioner Meyer – Historical Society, Lakes Country Services Co-op.
3. Appointments:

- Motion and second to appoint Terry Kalil to the Lake Agassiz Regional Library Board effective immediately to fulfill the remainder of the appointment (Nelson, Jepson) carried.

County Administrator: presented by Carrie Smith.

1. Report.
 - Budgeting Work Session November 25.
 - Paycom implementation continues.
 - Township Meeting Thursday, November 20.
2. Motion and second to approve Resolution 11-25-2F – Consider Repeal of Minnesota’s Moratorium on Nuclear Energy Production with the elimination of the specific paragraphs to keep the resolution a general repeal (Nelson, Hansen) carried.

Planning & Zoning: presented by Kyle Vareberg.

1. Low Potency Hemp and Cannabis Ordinance Discussion for Fees and Requirements.
 - Motion and second to set a Public Hearing on December 2, 2025, at 9:30 am to Adopt Registration & Fee Schedule for Low Potency and Cannabis Products (Jepson, Nelson) carried.
2. Zoning Ordinance Amendment: Retaining Walls.
 - Motion and second to approve the Retaining Wall Zoning Ordinance Amendment as presented with the addition of the following conditions:
 - Retaining walls cannot increase storm water run-off to adjoining properties.
 - The distance between walls to be 3 times the height of the retaining wall also pertains to retaining walls between 2’-4’ in height.
 - Amendment pertains to walls within 300’ from a lake or river, excluding walls incidental to dwellings
 - Fees for engineering review done by Becker County for retaining walls over 4’ will be paid by the applicant (Hansen, Nelson) carried.
 - RFP for an engineer will be done.

Being no further business, Board Chair Meyer adjourned the meeting at 9:46 am.

<u>/s/</u>	Carrie Smith	<u>/s/</u>	David Meyer
	Carrie Smith		David Meyer
	County Administrator		Board Chair



BECKER COUNTY BOARD OF COMMISSIONERS

Finance Committee Meeting

Date: Monday, December 1, 2025 at 8:30 AM

Location: 1st Floor – Board Meeting Room - Courthouse
915 Lake Avenue, Detroit Lakes, MN

County Administrator

1. Report

Auditor-Treasurer

1. Regular Claims, Auditor Warrants, & Over 90 Days
2. Human Services: Regular Claims, Public Health, & Transit

Highway

1. Resolution 12-25-1A - Final Payment Acceptance 62624
2. Capital Request - 2027 Tandem Truck Purchase
3. Capital Request - 2026 Chevrolet 3500 with V-Plow

Veterans Services

1. Resolution 12-25-1C - Donation Acceptance for Veterans Services

Environmental Services

1. Resolution 12-25-1D - Solid Waste Fee Schedule Correction to Resolution 10-25-2H

EDA

1. Housing Management Contract FY 2026

Human Resources

1. Auditor-Treasurer Job Descriptions
2. DDA Maintenance Review
3. Resolution 12-25-1F - 6 Month Limited Full-Time Bailiff Position

Adjourn

BECKER COUNTY BOARD OF COMMISSIONERS

RESOLUTION 12-25-1A

Final Acceptance Project

SAP 003-626-024, SAP 003-634-021, SAP 003-635-008, SP 003-592-002 & Detroit Township

WHEREAS, Project Number, SAP 003-626-024 on CSAH 26, SAP 003-634-021 on CSAH 34, SAP 003-635-008 on CSAH 35, SP 003-592-002 for Cormorant Township, and Cozy Cove Road for Detroit Township, consisting of Milling, Reclaiming, Bituminous Surfacing & Aggregate Shouldering, contracted with RJ Zavoral of East Grand Forks, MN, previously adopted by the County Board, has in all things been completed in accordance with and pursuant to the terms of the contract, and the County Board being fully advised in the premises thereof;

NOW THEREFORE BE IT RESOLVED. That the Board of County Commissioners of Becker County, Minnesota, accepts said completed project and authorizes final payment in the amount of \$224,920.25.

Duly adopted this 2nd day of December 2025, at Detroit Lakes, MN.

COUNTY BOARD OF COMMISSIONERS
Becker County, Minnesota

ATTEST:

/s/ Carrie Smith
Carrie Smith
County Administrator

/s/ Dave Meyer
Dave Meyer
Board Chair

State of Minnesota)
) ss
County of Becker)

I, the undersigned being the duly appointed and qualified County Administrator for the County of Becker, State of Minnesota, do hereby certify that the foregoing is a true and correct copy of a Resolution passed, adopted, and approved by the County Board of Commissioners at a meeting held December 2, 2025, as recorded in the record of proceedings.

Carrie Smith, County Administrator



BECKER COUNTY HIGHWAY DEPARTMENT
1771 NORTH TOWER ROAD
DETROIT LAKES, MN 56501
OFFICE: 218-847-4463

JAMES OLSON, P.E.
COUNTY ENGINEER
BRIAN SHEPARD
CONSTRUCTION MANAGER
JONA JACOBSON
MAINTENANCE SUPERINTENDENT
ANGELA LEFEBVRE
ACCOUNTANT

BECKER COUNTY ENGINEER
CONSTRUCTION IMPROVEMENT PROJECT
CERTIFICATE OF PERFORMANCE

Project Number: SAP 003-626-024, SAP 003-634-021, SAP 003-635-008,
SAP 003-592-002 (Cormorant Twp) and
Detroit Township
Contract Number: 62624
Name of Contractor: R.J. Zavoral & Sons, Inc
Type of Work: Milling, Reclaiming, Bituminous Surfacing & Aggregate
Shouldering
Total Value of Work: \$4,498,404.99
Contract Amount: \$4,499,982.48

I HEREBY CERTIFY to the Board of Commissioners of Becker County: That as the duly appointed Becker County Engineer I have been in charge of the work required by the above described contract in accordance with Minnesota Statute § 163.07; That all of such work required by the contract has been satisfactorily performed and the contract has been completed; That the entire amount of work shown above, and on the Final Contract Voucher, has been performed, measured by, and in accordance with and pursuant to the terms of said contract.

Date: 11-19-25

Signature: 

James D. Olson, P.E.
Becker County Engineer
Registered Prof. Eng. No. 41294

**FINAL SUMMARY AND VERIFICATION
OF CONTRACT COSTS**

PROJECT NUMBERS: SAP 003-626-024, SAP 003-634-021, SAP 003-635-008, SAP 003-592-002 and Detroit Township

LOCATION: CSAH 26 – CSAH 21 to CSAH 29
CSAH 34 – CSAH 21 to CSAH 143
CSAH 35 – CSAH 143 to TH 113
E Lake Ida Lane– Sherbrooke Rd to CSAH 5
Cozy Cove Rd – TH 59 to CSAH 149

CONTRACTOR: R.J. Zavoral & Son's, Inc

PROJECT DESCRIPTION: Milling, Reclaiming, Bituminous Surfacing & Aggregate Shouldering

LETTING DATE: March 14, 2024 FINAL COMPLETION DATE: July 8, 2024

Engineer's Estimate	Contract Amount	Final Cost
\$5,105,690.95	\$4,499,982.48	\$4,498,404.99

Explanation of cost variance between Engineer's Estimate and Contract Amount:

Competitive Bidding

Explanation of cost variance between Contract Amount and Final Cost:

Minimal variance


Becker County Engineer

Dated: 11-19-25

BECKER COUNTY BOARD OF COMMISSIONERS

RESOLUTION 12-25-1B

**A RESOLUTION SUPPORTING THE CITY OF DETROIT LAKES LOCAL ROAD
IMPROVEMENT PROGRAM (LRIP) GRANT APPLICATION**

WHEREAS, the Local Road Improvement Program (LRIP) administered by the Minnesota Department of Transportation makes funds available to apply towards projects on local roads that are regionally significant, result in safety improvements, and address transportation deficiencies; and

WHEREAS, CSAH 22/West Lake Drive is a significant roadway corridor for Becker County and the City of Detroit Lakes and surrounding area; and

WHEREAS, Becker County and the City of Detroit Lakes have invested significant monies and effort in planning and constructing corridor improvements over the past 10 years; and

WHEREAS, Becker County and the City of Detroit Lakes have initiated a joint agency effort for improvements on CSAH 22/West Lake Drive from Long Bridge Road to the Pelican River that includes roadway reconstruction, trail construction, and other pedestrian and bicycle improvements.

BE IT RESOLVED THAT, the Becker County Board of Commissioners does hereby support the Local Road Improvement Program grant application to be submitted by the City of Detroit Lakes for the CSAH 22/West Lake Drive Improvements from Long Bridge Road to the Pelican River.

Duly adopted this 2nd day of December 2025, at Detroit Lakes, MN.

COUNTY BOARD OF COMMISSIONERS

Becker County, Minnesota

ATTEST:

/s/ Carrie Smith
Carrie Smith
County Administrator

/s/ Dave Meyer
Dave Meyer
Board Chair

State of Minnesota)
) ss
County of Becker)

I, the undersigned being the duly appointed and qualified County Administrator for the County of Becker, State of Minnesota, do hereby certify that the foregoing is a true and correct copy of a Resolution passed, adopted, and approved by the County Board of Commissioners at a meeting held December 2, 2025, as recorded in the record of proceedings.

Carrie Smith
County Administrator



BECKER COUNTY

915 Lake Avenue • Detroit Lakes, MN 56501
218-846-7311

MEMORANDUM FOR ACTION

Date: December 2, 2025

SUBJECT: Extend Limited Use Permit #0300-0026 and Approve Amendment.

TO: Becker County Board of Commissioners

1. Discussion: MN Department of Transportation (DOT) is requesting to extend its Limited Use Permit (LUP) #300-0026 with Becker County another ten (10) years commencing on 12/01/2025 and continuing through 12/01/2035. MN DOT is also looking to amend existing LUP, with the addition of new groomed trails along State Highway 34 east and the newly constructed Heartland Trail from old highway 10 to Frazee (state highway 87).
2. Funding: NA
3. Action request: Approve and Extend Limited Use Permit #0300-0026 and Amendment with MN DOT.
4. The point of contact for this memorandum is Steve Skoog/Mitch Lundeen

Distribution: Board of Commissioners, County Administrator

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— One way traffic

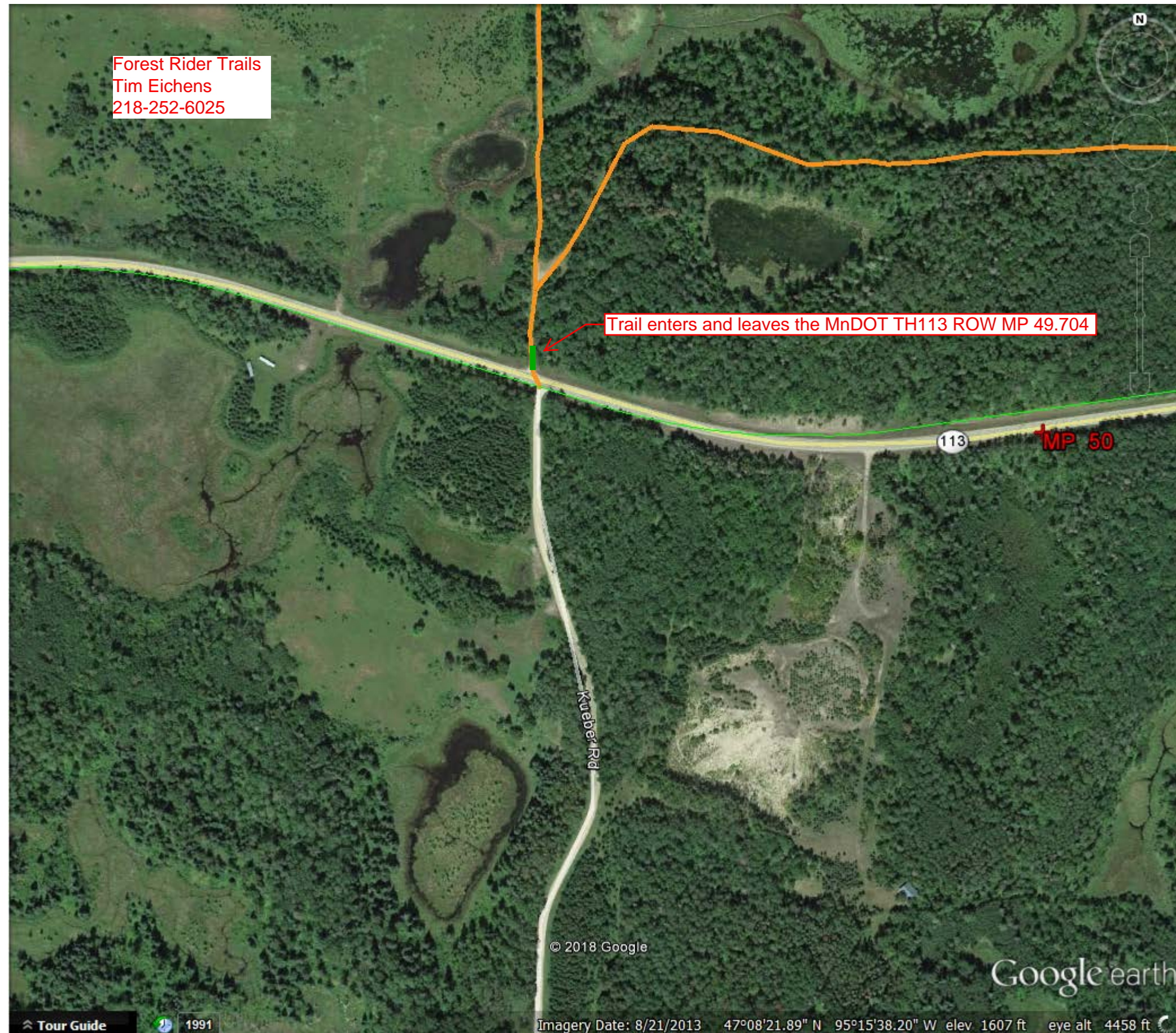




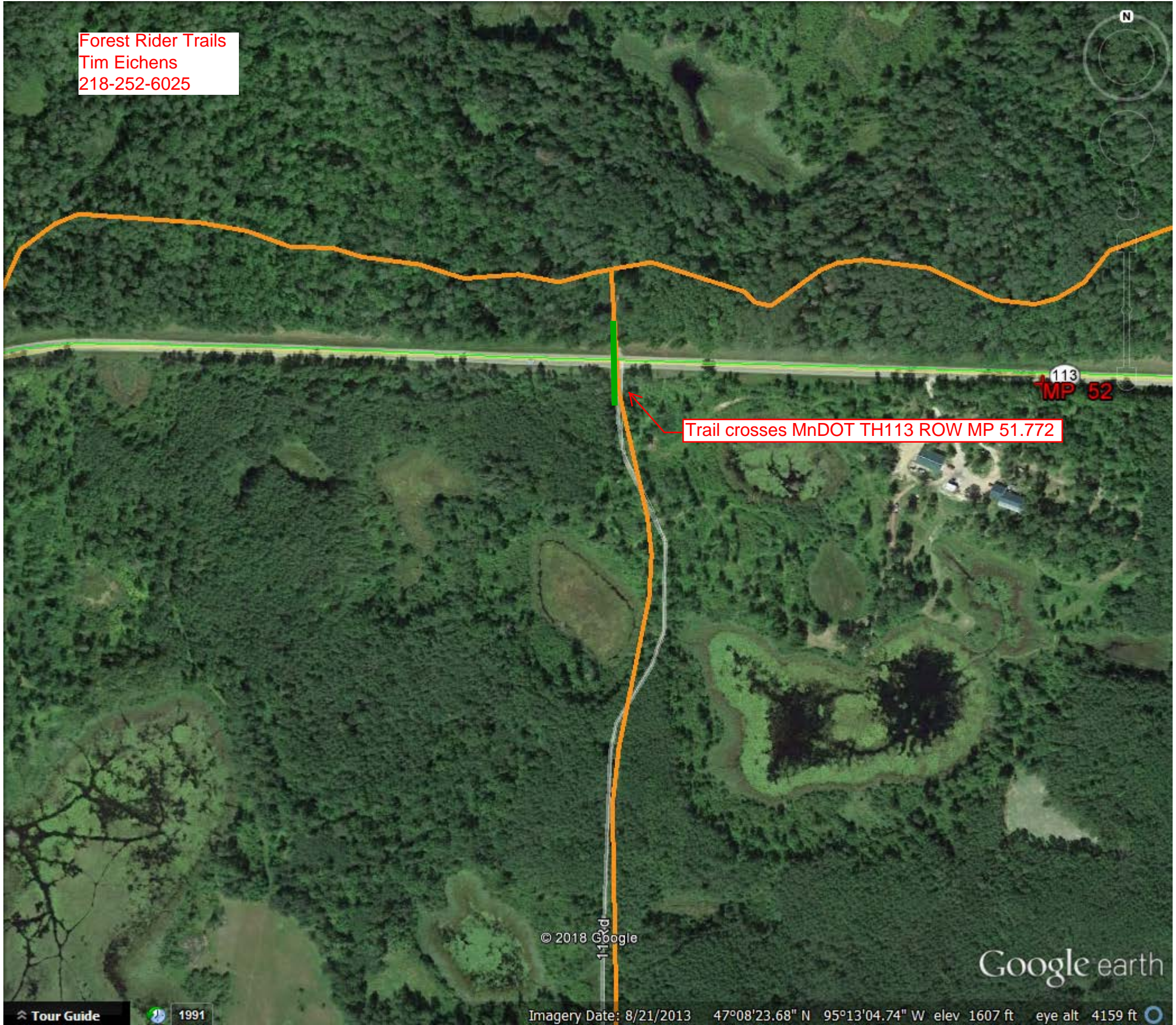
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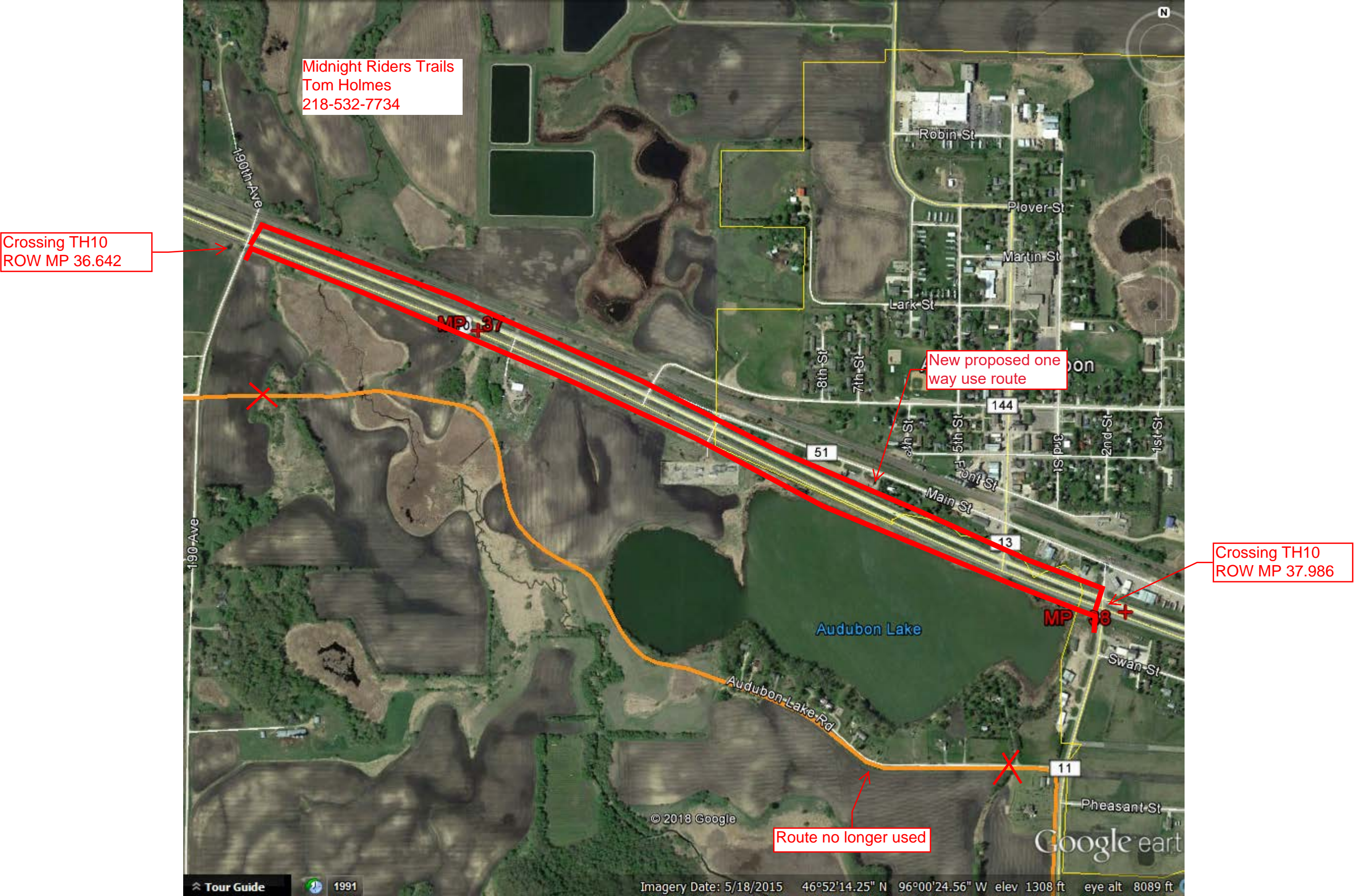
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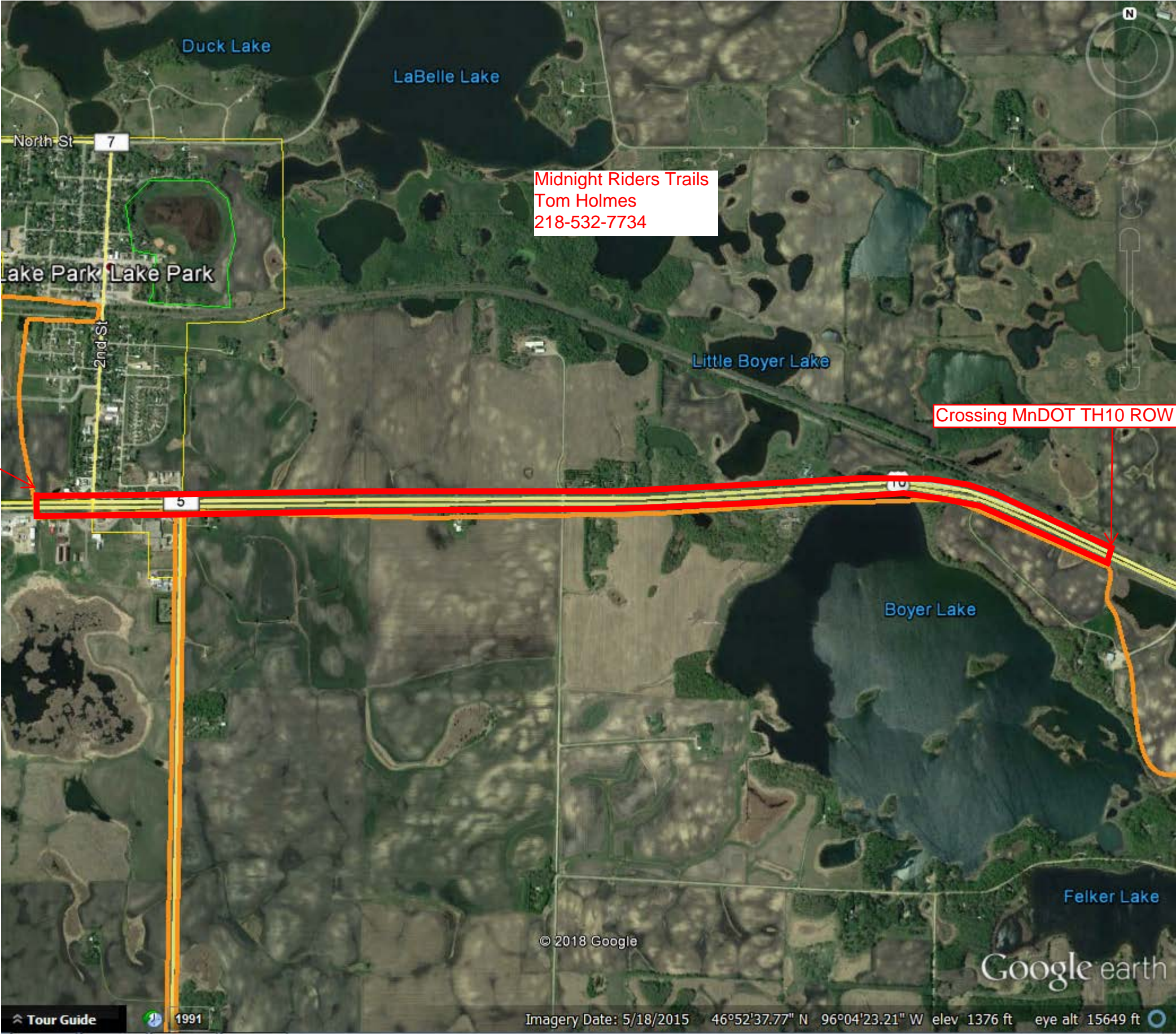
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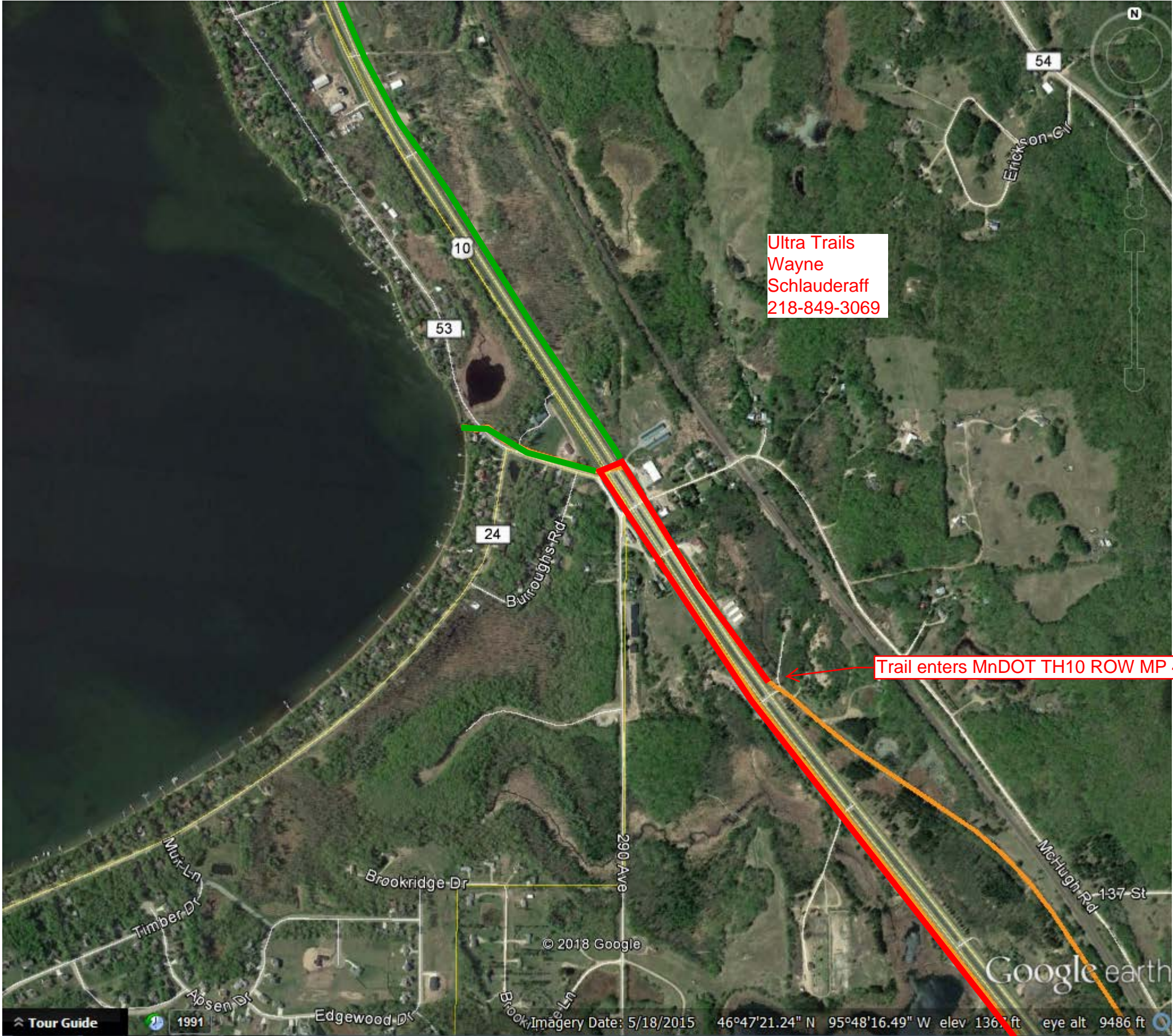
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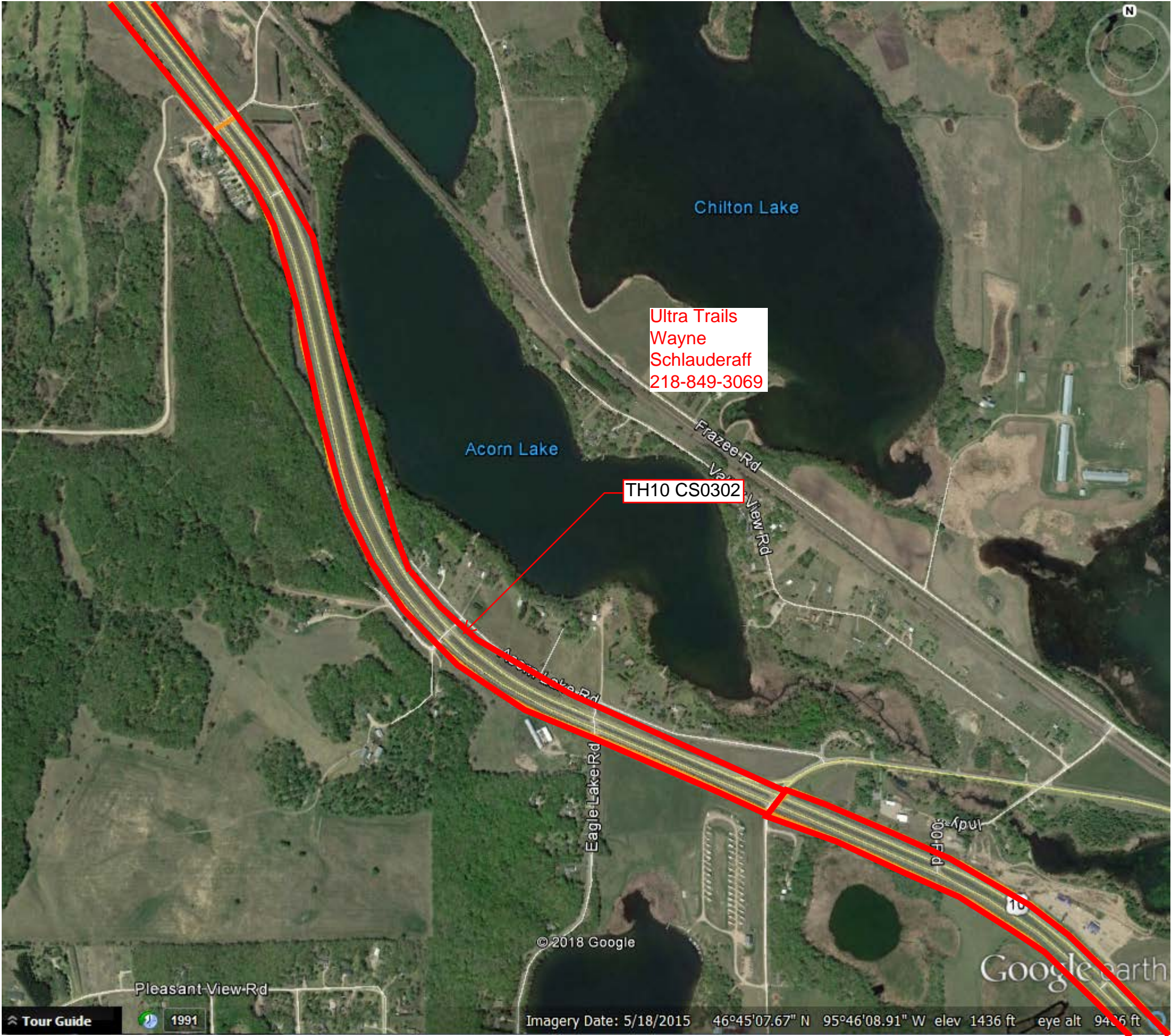
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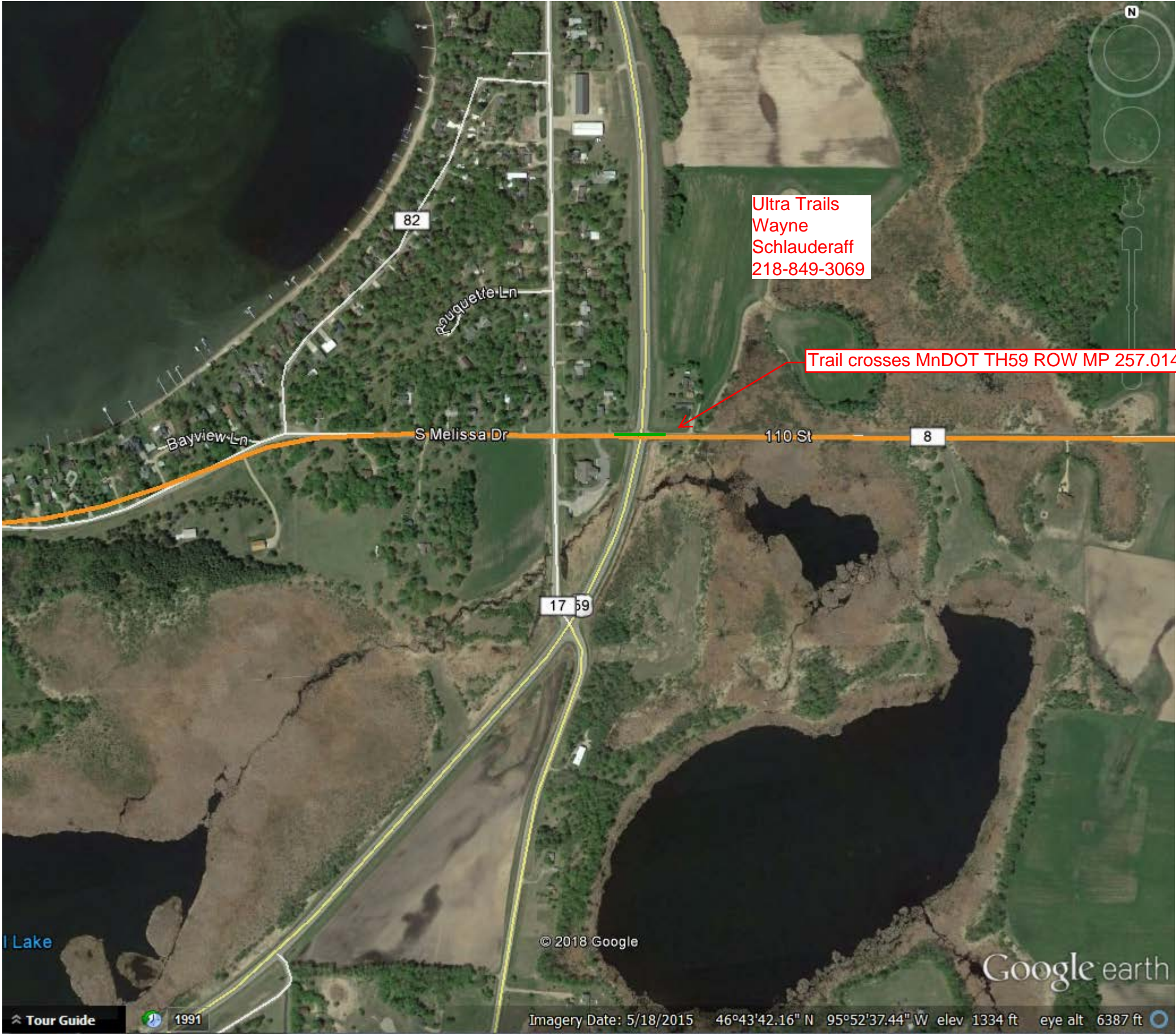
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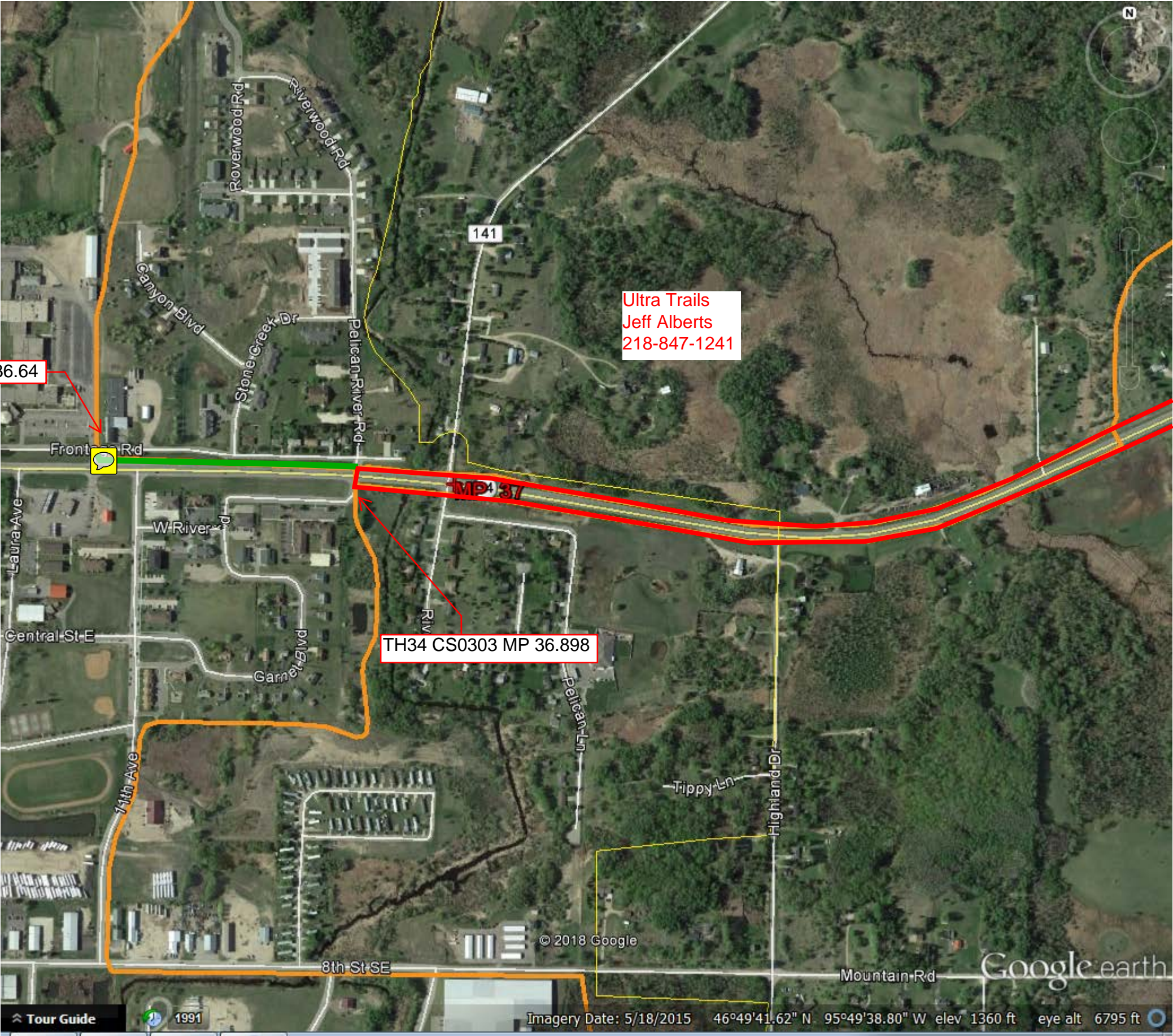


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Trail leaves MnDOT ROW TH34 MP 36.64

Ultra Trails
Jeff Alberts
218-847-1241

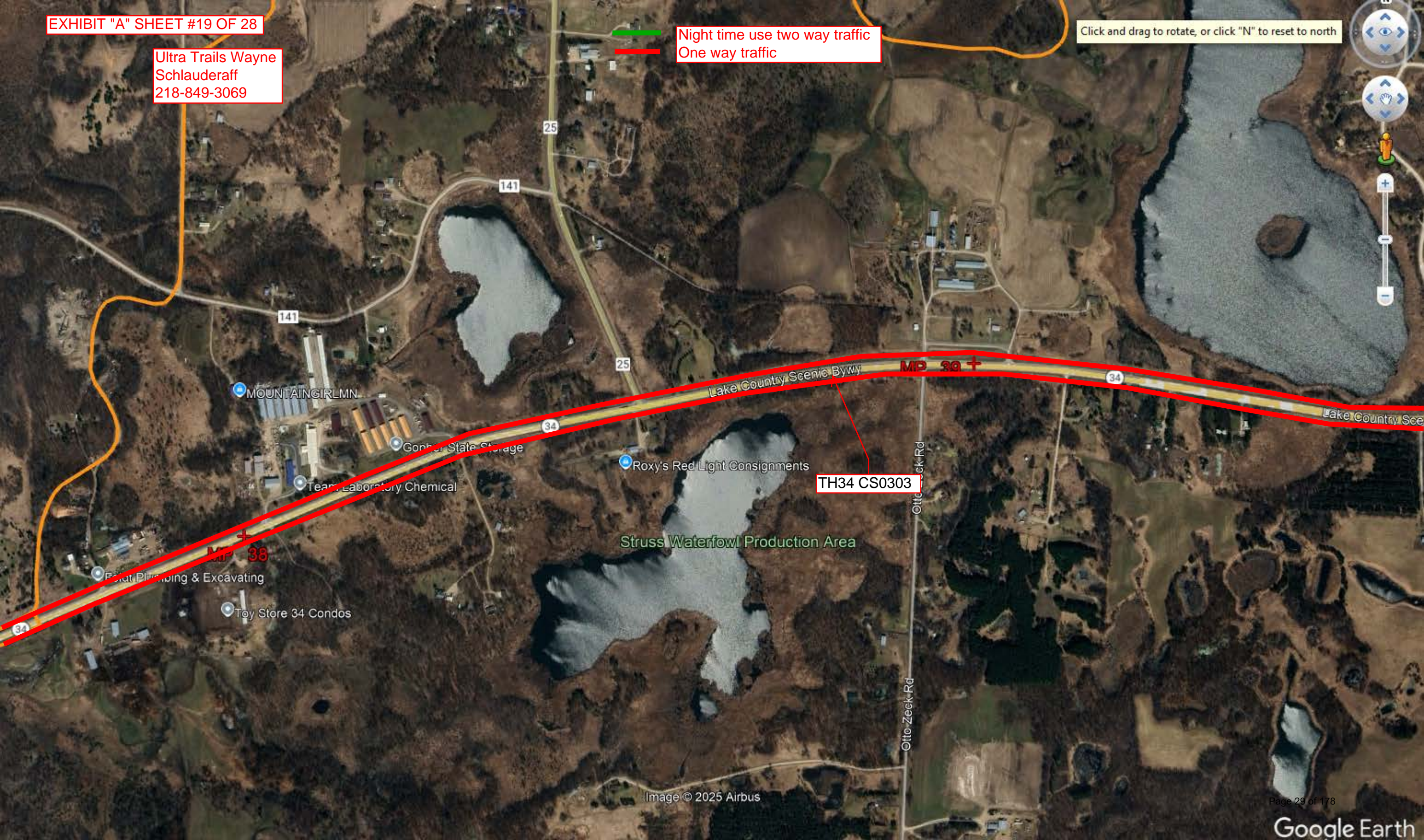
TH34 CS0303 MP 36.898



Ultra Trails Wayne
Schlauderaff
218-849-3069

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Ultra Trails Wayne
Schlauderaff
218-849-3069



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Ultra Trails Wayne
Schlauderaff
218-849-3069

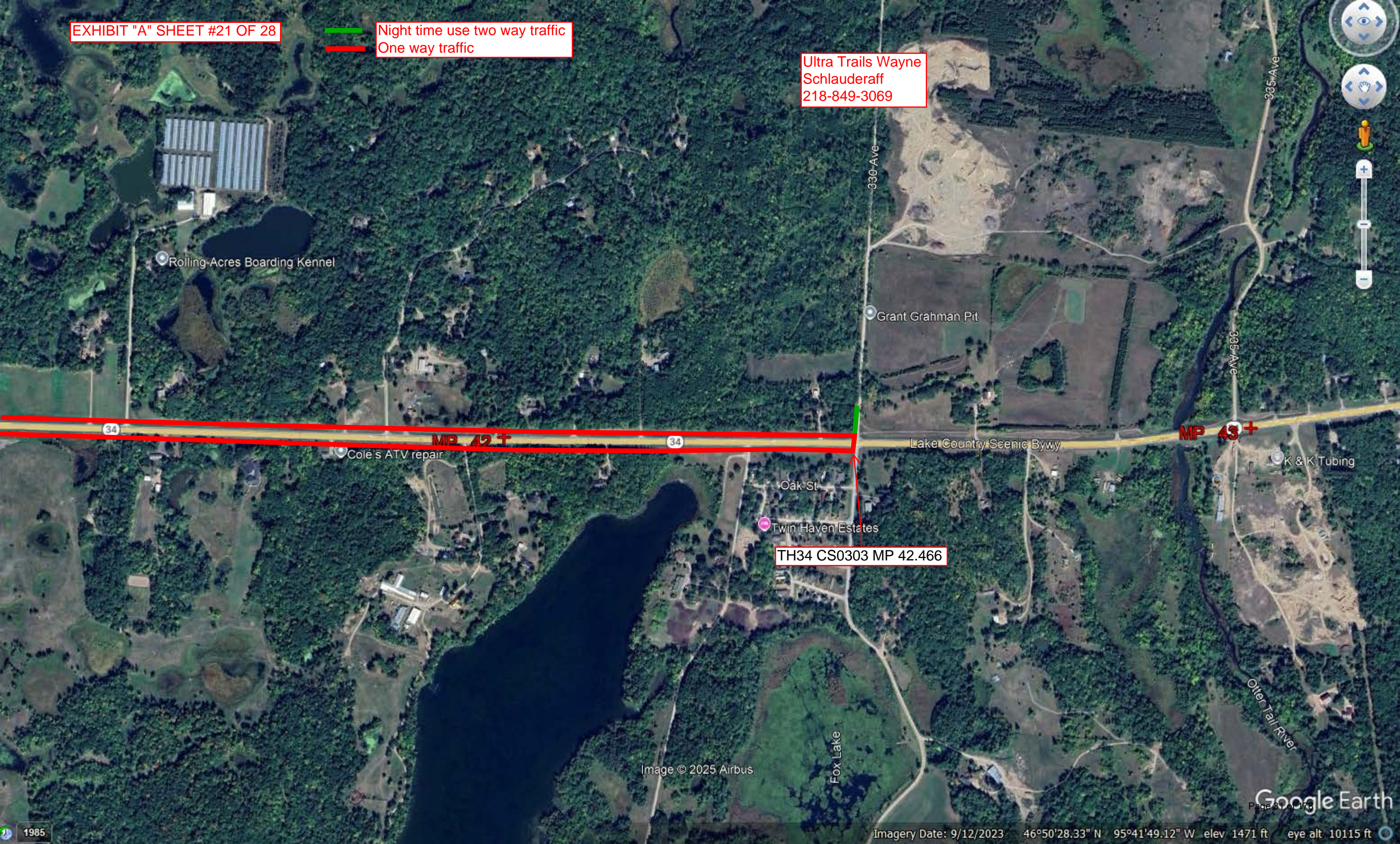
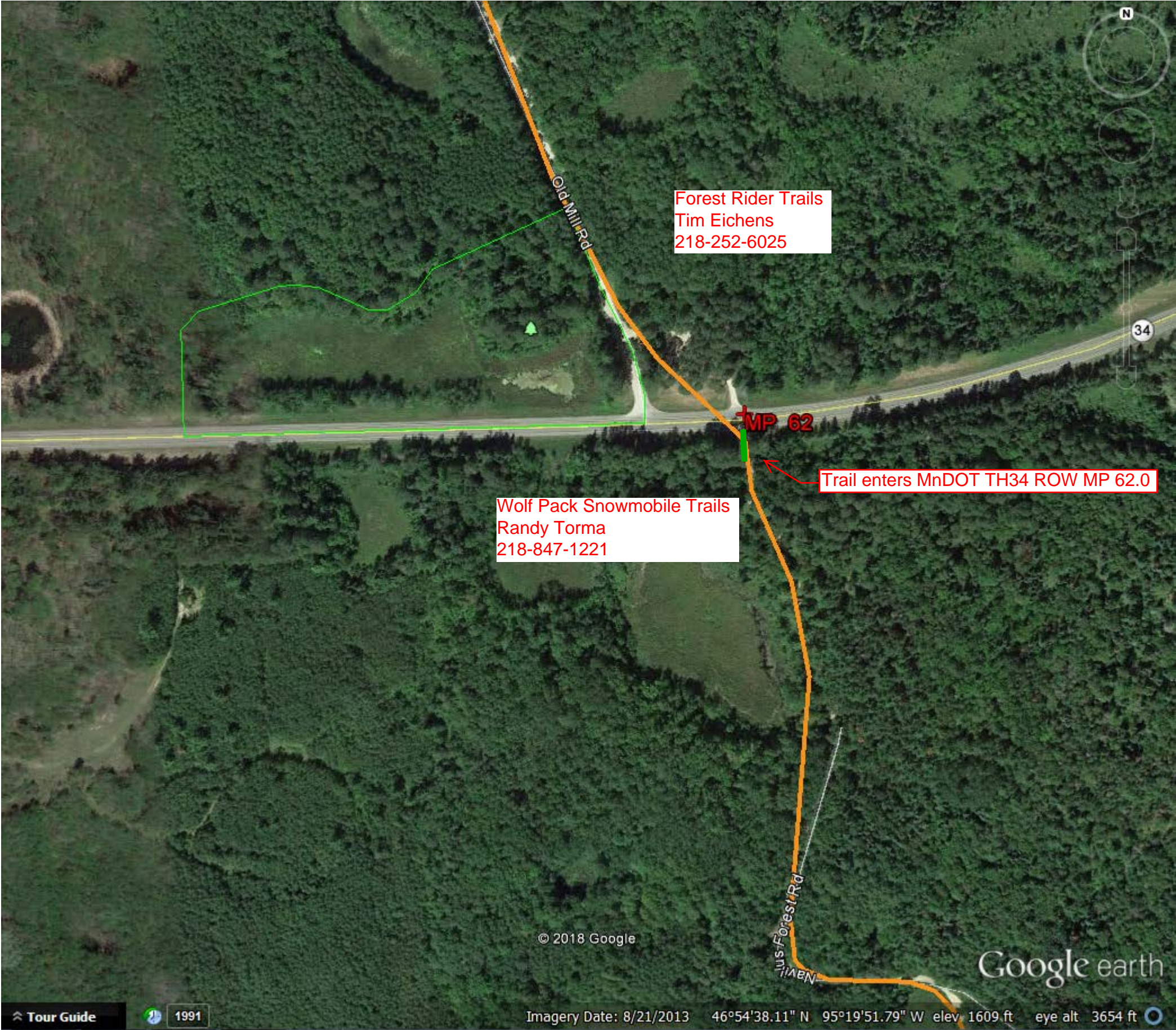


Image © 2025 Airbus

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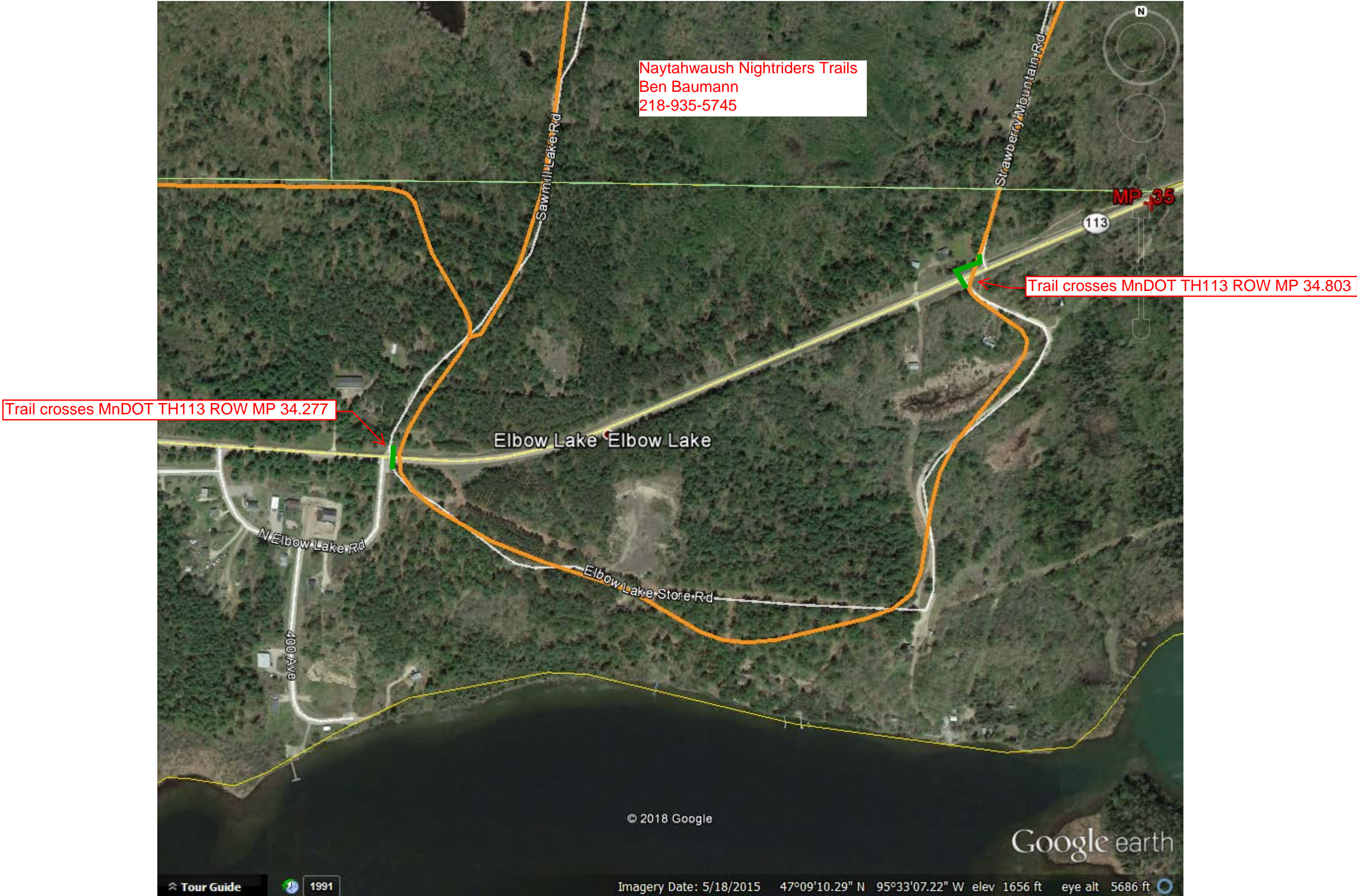
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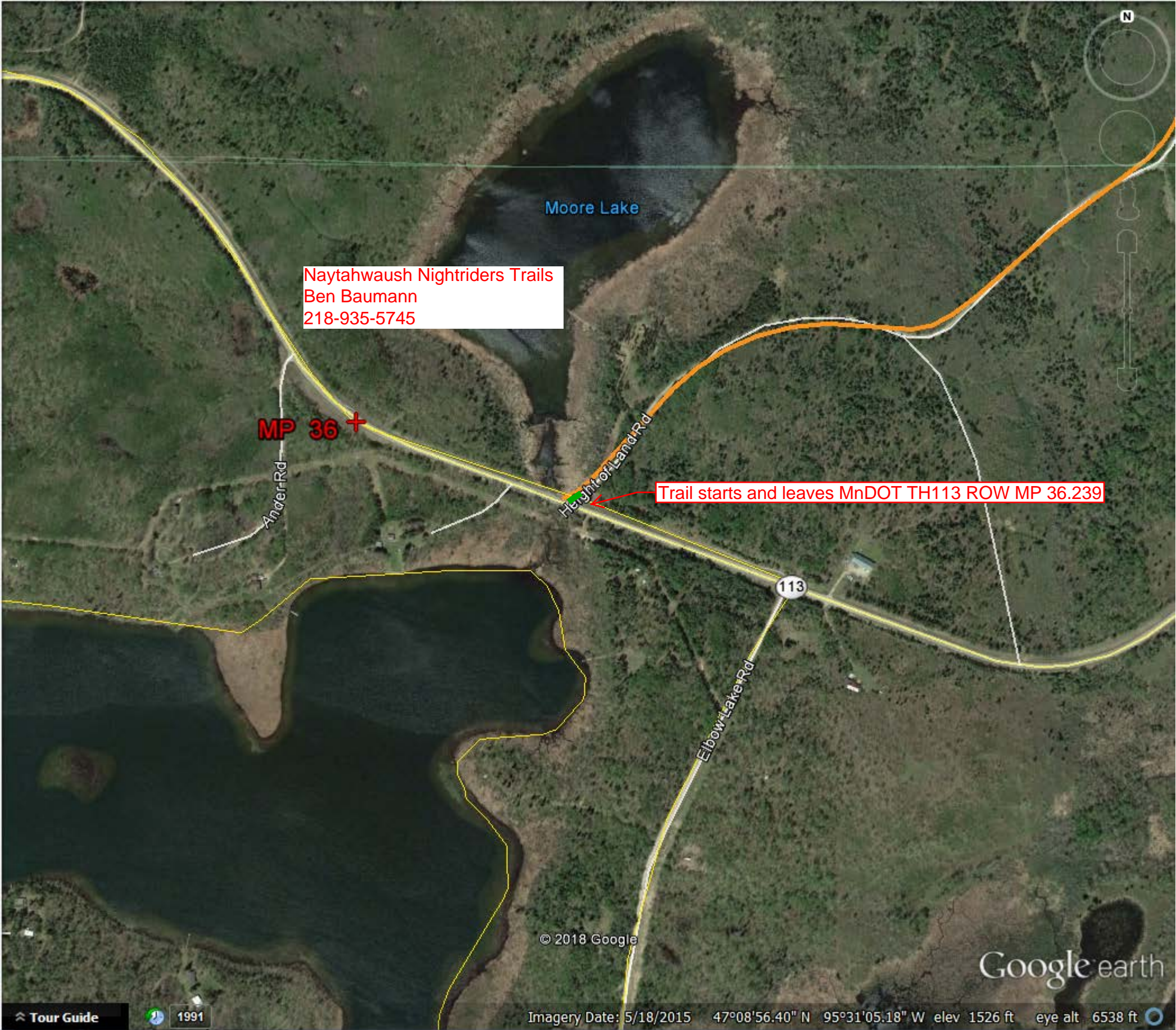
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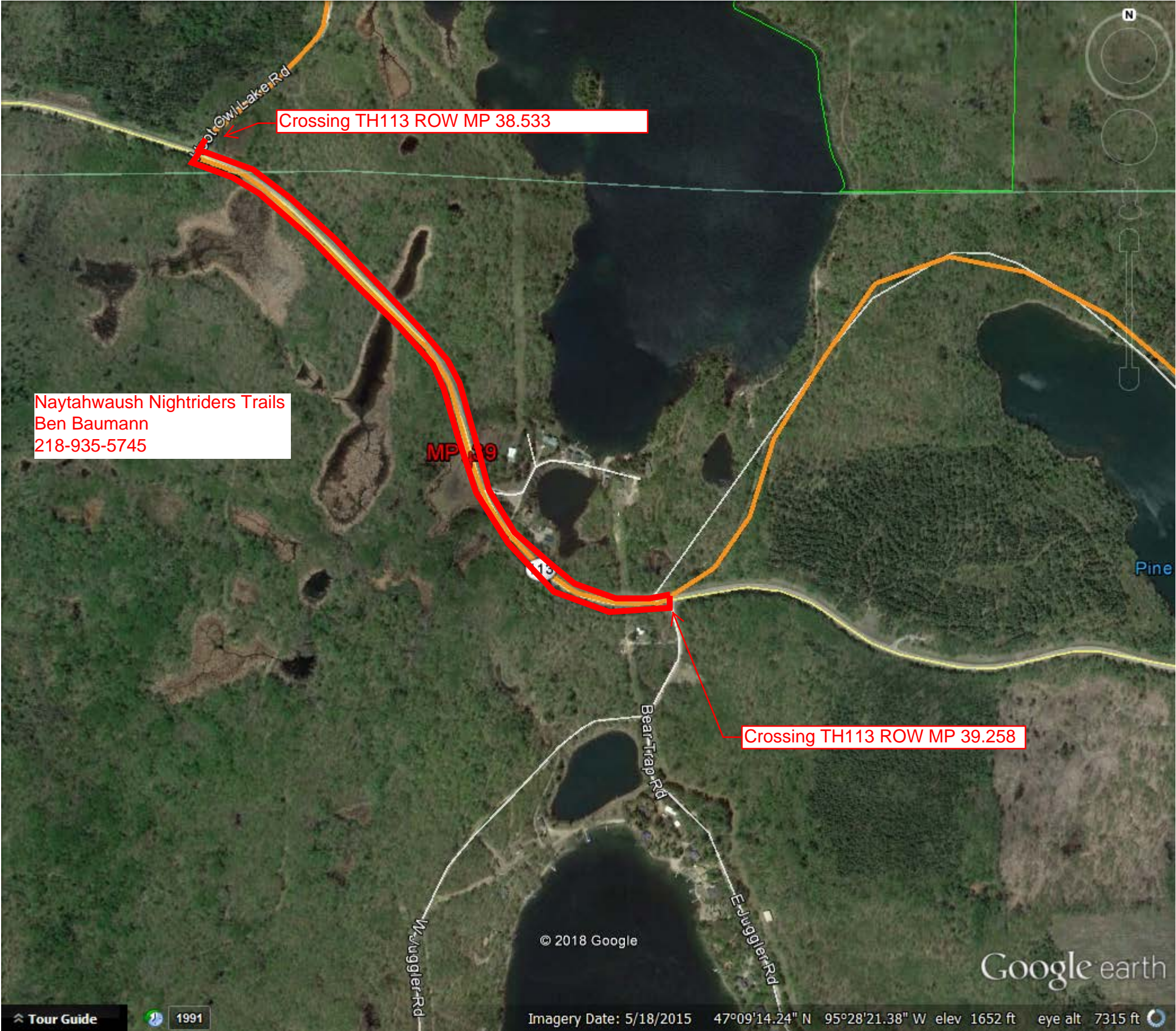
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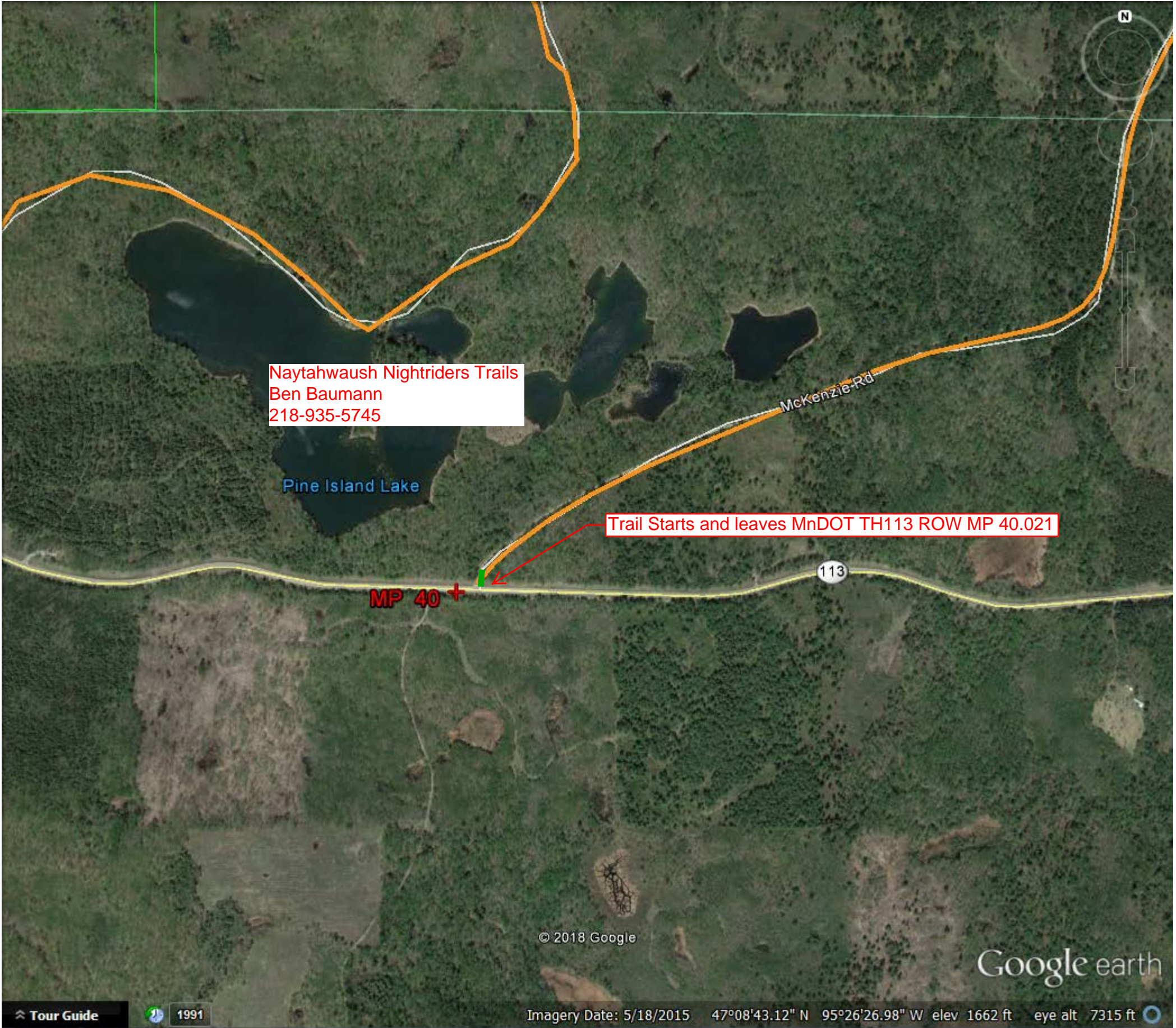


EXHIBIT B
COUNTY OF BECKER
RESOLUTION

IT IS RESOLVED that the County of Becker enter into the Amendment #1 Limited Use Permit No. 0300-0026 1.0 with the State of Minnesota, Department of Transportation for the following purposes:

To provide for maintenance and use by the County of Becker upon, along and adjacent to Trunk Highway No. 0, 34, 87, 10, 59, 113 the limits of which are defined in said Limited Use Permit.

IT IS FURTHER RESOLVED that the Becker County Board of Commissioners does hereby approve said Limited Use Permit and authorizes and directs the County Board Chairperson to execute, on behalf of County of Becker, the aforesaid Limited Use Permit and its amendments.

NOW THEREFORE BE IT RESOLVED BY THE COUNTY COMMISIONERS IN THE STATE OF MINNESOTA AS FOLLOWS; that the County Commissioner and county administrator are authorized to execute the Limited Use Permit and its amendments, and that the County of Becker enter into Limited Use Permit No. 0300-0026 with the State of Minnesota, Department of Transportation for the following purposes:

CERTIFICATION

I certify that the above Resolution is an accurate copy of the Resolution adopted by the Becker County Board of Commissioners at an authorized meeting held on the _____ day of _____, 2025, as shown by the minutes of the meeting in my possession.

Chairperson of Becker County, Minnesota.

Subscribed and sworn to before me this
_____ day of _____, 2025

Notary Public _____

My Commission Expires _____

NOTARY
STAMP

C.S. 0304 (T.H. 59)
C.S. 0300 (T.H. 0)
C.S. 0306 (T.H. 87)
C.S. 0302 (T.H. 10)
C.S. 0301 (T.H. 10)
C.S. 0305 (T.H. 59)
C.S. 0307 (T.H. 113)
C.S. 0303 (T.H. 34)
LUP # 0300-0026

(Signature)

(Type or Print Name)

(Title)

(Signature)

(Type or Print Name)

(Title)

**STATE OF MINNESOTA
DEPARTMENT OF TRANSPORTATION
AMENDMENT #1 OF LIMITED USE PERMIT**

C.S. 0304 (T.H. 59)
C.S. 0300 (T.H. 0)
C.S. 0306 (T.H. 87)
C.S. 0302 (T.H. 10)
C.S. 0301 (T.H. 10)
C.S. 0305 (T.H. 59)
C.S. 0307 (T.H. 113)
C.S. 0303 (T.H. 34)
County of Becker
LUP # 0300-0026
Permittee: County of Becker
Expiration Date: 12/01/2035

The State of Minnesota, Department of Transportation ("MnDOT") and County of Becker County of Becker, ("Permittee"), entered into Limited Use Permit No. LUP # 0300-0026 ("LUP") involving the construction, maintenance and operation of a Facility as further described in the LUP.

The parties desire to **extend the term** of the LUP and the parties deem certain amendments and additional terms and conditions mutually beneficial for effective continuation of said LUP.

NOW THEREFORE

MnDOT and Permittee agree to amend the LUP with the substitution of the following terms and conditions which shall become part of the LUP.

1. The LUP is renewed for a period of ten (10) years commencing on 12/01/2025 and continuing through 12/01/2035 with the right of termination in MnDOT as set forth in the LUP.
2. Effective on, Exhibit A is deleted, and the attached Exhibit A is substituted therefor.
3. Effective on 12/01/2025, Exhibit B is deleted, and the attached certified copy of the Resolution is substituted therefor.
4. MnDOT and Permittee agree that the electronic signature of a party to this LUP will be as valid as an original signature of such party and will be effective to bind such party to this LUP. The parties further agree that any document (including this LUP and any attachments or exhibits to this LUP) containing, or to which there is affixed, an electronic signature will be deemed (i) to be "written" or "in writing," (ii) to have been signed and (iii) to constitute a record established and maintained in the ordinary course of business and an original written record when printed from electronic files. For purposes hereof, "electronic signature" also means a manually signed original signature that is then transmitted by any electronic means, including without limitation a faxed version of an original signature or an electronically scanned and transmitted version (e.g., vis PDF) of

an original signature. Any party's failure to produce the original signature of any electronically transmitted signature will not affect the enforceability of this LUP.

5. Except as specifically provided herein, the terms and conditions of the LUP are confirmed and continued in full force and effect. By this Amendment the terms and conditions herein incorporated into the LUP.

MINNESOTA DEPARTMENT OF
TRANSPORTATION

RECOMMENDED FOR APPROVAL

By: _____

District Engineer

Date _____

APPROVED BY:
COMMISSIONER OF TRANSPORTATION

By: _____

Director, Office of Land Management

Date _____

The Commissioner of Transportation
by the execution of this permit
certifies that this permit is
necessary in the public interest
and that the use intended is for
public purposes.

COUNTY OF BECKER

By _____

Its _____

And _____

Its _____



BECKER COUNTY

Land Use Department

915 Lake Avenue • Detroit Lakes, MN 56501
218-846-7201

MEMORANDUM FOR ACTION

Date: 12-2-2025

SUBJECT: update to the 2026 Solid Waste Fee Schedule

THROUGH: Environmental Services Committee

TO: Becker County Commission

1. **Reference:** The 2026 tire disposal fee was incorrect as approved under Resolution 10-25-2H, it listed tire disposal at \$3.75 per tire, the charge should be \$3.75 per tire for up to four tires and \$7.00 per tire for 5+ tires.
2. **Discussion:**
3. **Funding:** NA
4. **Action:** Approve Resolution 12-25-1D
5. The point of contact for this memorandum is Steve.Skoog@co.becker.mn.us or by phone at 846-7310.

Distribution: County Commissioners
County Administrator

AMEND RESOLUTION 10-25-2H
2026 SOLID WASTE FEE SCHEDULE

WHEREAS, clarification was needed for the tire disposal, and;

NOW THEREFORE BE IT RESOLVED that the Board of Commissioners of Becker County hereby approve the amended 2026 Solid Waste Fee List.

COUNTY BOARD OF COMMISSIONERS
Becker County, Minnesota

/s/ Carrie Smith
Carrie Smith
County Administrator

State of Minnesota) ss
County of Becker)

Carrie Smith
County Administrator

2026 BECKER COUNTY SOLID WASTE FEE SCHEDULE

MATERIAL	DESCRIPTION	2026 Rates	
		without tax	with tax
APPLIANCES	Appliances (OUT OF COUNTY)	\$11.00	\$11.00
	Appliances - County Residents	\$8.00	\$8.00
BRUSH	COMMERCIAL HAULERS (per ton)	\$20.00	\$20.00
	NON COMMERCIAL / SELF HAULERS	\$0.00	\$0.00
CONCRETE	Concrete – Recycled (CY or per ton)	\$12.00	\$12.00
DEMO - ASBESTOES CONTAINING MATERIALS	Building demolition materials (CY) Asbestos containing materials	\$59.40	\$60.00
DEMOLITION MATERIALS	Building demolition materials (CY)	\$19.40	\$20.00
ELECTRONIC WASTE	Rate per screen 27" and over	\$10.00	\$10.00
	Rate per screen - under 27"	\$5.00	\$5.00
	CPU'S/Laptops/keyboards&mouse/printers/copiers etc	\$0.00	\$0.00
	Out of County	\$15.00	\$15.00
FLUORESCENT BULBS	Bulbs & Ballasts (SEPERATED)	\$0.00	\$0.00
FIRE EXT.	Fire Extinguishers (per unit)	\$0.00	\$0.00
HHW (non-commercial)	HHW - Paint, etc.	Variable	
LOOSE SOLID WASTE	Loose Garbage (per CY)	\$20.51	\$24.00
	Out of County (Per CY)	\$27.69	\$32.40
BOX SPRINGS-RECYCLE	Large Boxspring	\$9.00	\$9.00
	Small Boxspring	\$9.00	\$9.00
MATTRESS- RECYCLE	Mattress -large	\$16.00	\$16.00
	Mattress - small	\$14.00	\$14.00
MATTRESS OR BOXSPRING OUT OF COUNTY	ANY SIZE	\$16.00	\$16.00
MIXED MUNICIPAL SOLID WASTE	MMSW -Compacted Garbage (per ton)	\$151.28	\$177.00
MMSW - OUT OF COUNTY	Out of County compacted garbage (per ton)	\$196.30	\$229.67
MMSW - PERHAM RRF	MSW direct hauled by lisc. Hauler to Perham PRRF (per ton)	\$146.00	\$170.82
MIX - MSW & DEMO	Mixed MSW/ Demo (CY)	\$29.91	\$35.00
	Mixed MSW/ Demo (per ton)	\$215.25	\$251.84
OIL FILTERS	Oil filters by residents	\$0.00	\$0.00
OIL FILTER	OilFilters-55 gallon barrel	\$50.00	\$50.00
RR TIES	RR Ties (per ton)	\$151.28	\$177.00
SHINGLES	Shingles-Recycled (per CY)	\$12.00	\$12.00
	Shingles-Recycled (Ton)		
STUMPS2	Tree stumps (per ton)	\$22.00	\$22.00
AUTO TIRES	Auto per tire charge (1-4)	\$3.75	\$3.75
	Auto per tire charge (5+)	\$7.00	\$7.00
TIRE - by volume and non-auto tires	TIRE- (enter pounds)	\$0.19	\$0.19
	(Scaled - per ton)	\$375.00	\$375.00
	Tractor tire per ton	\$375.00	\$375.00
	Truck Tire (per unit)	\$19.00	\$19.00

2026 BECKER COUNTY SOLID WASTE FEE SCHEDULE

MATERIAL	DESCRIPTION	2026 Rates	
		without tax	with tax
COMPOST MATERIAL	organic compostable material (per ton)	\$20.00	\$20.00
Wood – clean	Per Ton	\$69.00	\$69.00
FEE- HAULER HOLIDAY TIP FEE	Commercial haulers only	\$145.00	\$145.00
FEE – LATE CUSTOMER	Per hour (rounded to .5 hr)	\$65.00	\$65.00
FEE – LOADER	Per hour	\$132.48	\$155.00
FEE – BATTERY PACK	Per use	\$10.00	
FEE – SEPARATION	Per hour	\$132.48	\$155.00
COMMERCIAL Hazardous Waste (VSQG)	Cost of disposal Plus 35% + \$35 per customer	Cost of disposal Plus 35% + \$35 per customer	
<u>MRF BALING CHARGE</u>	Processing fee - Baling (Per Ton)	\$63.00	\$63.00
<u>MRF PROCESSING FEE - COMINGLED RECYCLING</u>	Becker County (commercial haulers only) - per ton	\$32.50	\$32.50
	Out of County Fee - per ton	\$147.00	\$147.00
RECYCLING DUMPSTERS	SERVICE FEE PER STOP	\$26.25	\$26.25
RECYCLABLE COMMODITIES			
AG PLASTIC - HDPE Film	CHARGE PER CY	\$8.00	\$8.00
PLASTIC BOAT WRAP	CHARGE PER CY	\$7.00	\$7.00
OTHER PLASTIC FILM	CHARGE PER CY	\$5.00	\$5.00
CARDBOARD	CHARGE PER CY	\$0.00	\$0.00
MIXED PAPER	CHARGE PER CY	\$0.00	\$0.00
METAL/PLASTIC CONTRAINERS	CHARGE PER CY	\$0.00	\$0.00
GLASS	CHARGE PER CY	\$7.00	\$7.00
WINDSHIELD GLASS	CHARGE PER CY	\$15.00	\$15.00
COMINGLED RECYCLING	CHARGE PER CY	\$5.00	\$5.00
<u>Items OUT:</u>			
CRUSHED CONCRETE - OUT	Per ton / plus loading fee	\$16.00	\$16.00
METAL - OUT	If available for sale	\$.25/lb. or \$5.00 minimum	\$.25/lb. or \$5.00 minimum
Ground Asphalt Shingles (If available)	Per ton / plus loading fee	\$25.00	\$25.00
Wood	If available for sale		
ReUse materials			

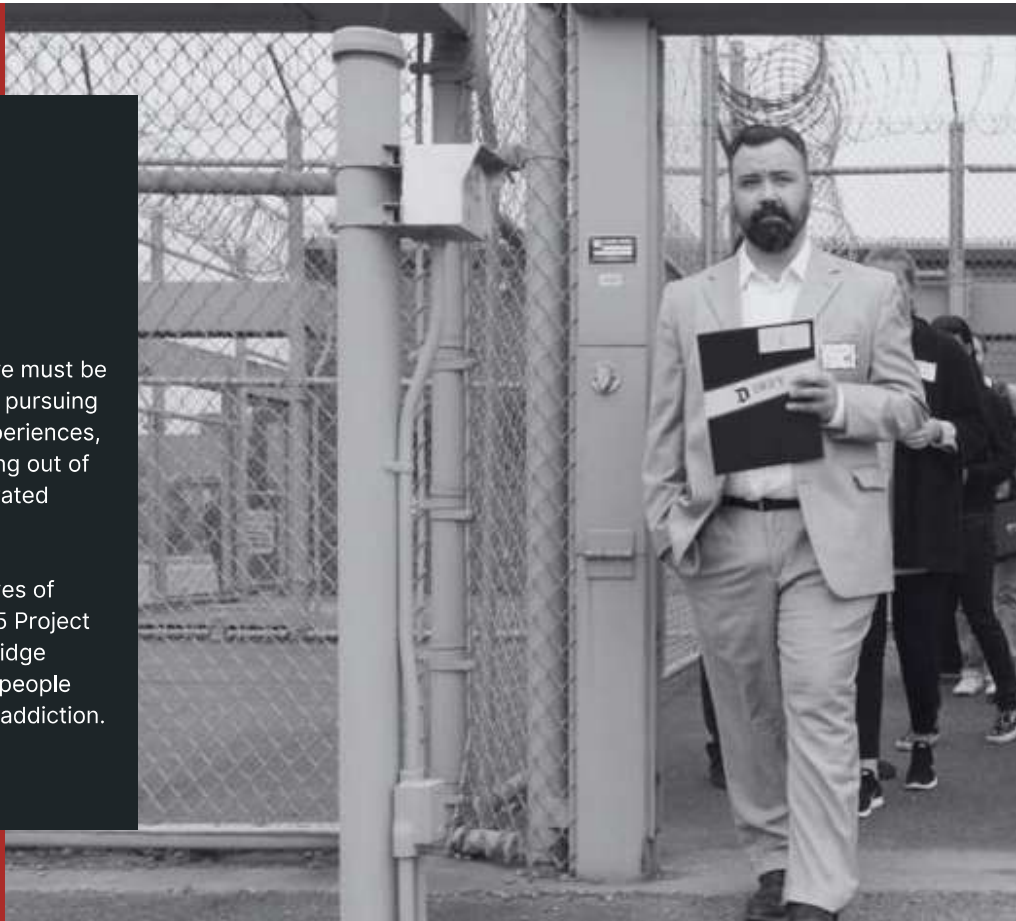


BREAKING BARRIERS, BUILDING FUTURES

OUR BEGINNING

After his fifth felony, Adam Martin thought, "There must be more to life than this." That was the beginning of pursuing change in his own life. Because of his shared experiences, he became a resource for other individuals coming out of jail by providing personalized support to incarcerated individuals to deter repeat offenses.


What began in 2016 as a way of improving the lives of formerly incarcerated individuals in Fargo, ND, F5 Project has since evolved into a statewide initiative to bridge resources and provide full-spectrum services to people struggling with incarceration, mental health, and addiction.





OUR MISSION

To disrupt the cycle of crime, addiction, and isolation through individualized care that fosters resilience and restores hope.



THE PROBLEM

Marginalized individuals often face a long list of barriers upon release from incarceration or treatment.

Housing Barriers

Landlords refusing to rent to individuals with records, limited affordable housing options, low to no credit history.

Employment Barriers

Discrimination due to criminal record, lack of experience, gaps in work history.

Transportation Barriers

No access to a vehicle or valid driver's license, limited public transportation options, high cost of transportation.

Social Barriers

Stigma and rejection from family and community, loss of parental rights, difficulty rebuilding relationships, isolation and lack of support network.



THE SOLUTION

F5 Project offers programming that focuses on developing life skills and connecting to resources to help overcome barriers.

Transitional Housing

A stable, structured living environment that reduces homelessness, supports sobriety, and promotes employment.

Employment Resources

Skill building, job training, and connections to fair chance employers offering second chances to those with a criminal history.

Recovery Community

A supportive environment that fosters sobriety, accountability, and personal growth, reducing the risk of relapse.

Peer Support

Providing guidance, encouragement, and firsthand understanding from individuals who have successfully navigated similar challenges.



F5 PROJECT PROGRAMS

Free Through Recovery

A community based behavioral health program designed to increase recovery support services to individuals involved with the criminal justice system who have behavioral health concerns.

Community Connect

A community-based behavioral health program to support individuals with care coordination, recovery services, and peer support.

F5 Housing Program

With four transitional homes, we provide a sober environment with accountability, responsibility, and a supportive community for 50 men and 10 women as they work with a case manager to achieve individualized goals. Recommended stay is a minimum of 6 months.

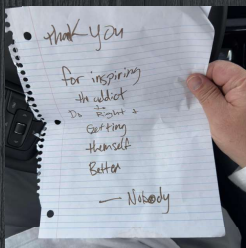
Akisni Warrior Lodge

Located inside the walls of the James River Correctional Center, a culturally-based prison recidivism reduction program designed to change negative core beliefs and heal generational traumas.

Youth Mentorship

Support for youth to help deter them from being in situations that put them at-risk for addiction, being justice-involved, or that harm their overall wellbeing.

F5 IN ACTION



MAKING AN IMPACT STATEWIDE



- 8 Offices
- 4 Transitional Homes
- 30 Care Coordinators
- 12 Peer Supports
- 8 Vehicles
- 30,000+ People Served

FUNDING

F5 Project relies on a variety of revenue streams to operate its programs and serve the community.

Program Revenue

Free Through Recovery and Community Connect are both programs funded by the State of North Dakota on a per participant basis.

Participant Fees

Our transitional living homes have monthly fees for residents as they learn how to budget and prepare for independent living in the community.

Grants

Some of our programs are partially funded by grants from private foundations and local nonprofits. We do not receive funding from any federal grants.

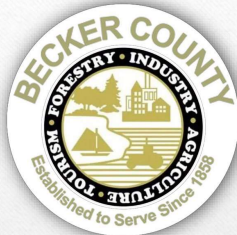
Corporate Partnerships

Local businesses partner with us on an annual basis in exchange for marketing benefits and exclusive invites to our events.

Individual Donations

Whether monetary or in-kind, our supporters have been incredible over the years with their generous donations to our organization.

QUESTIONS



MN DOC - BECKER COUNTY Pretrial Supervision Program

- 1 Year Data Report -



PRETRIAL SUPERVISION DATA

BECKER COUNTY

DATA COLLECTION INPUTS

Type of Offense

Start / End Date on PTS

MNPAT Required (Y/N) and MNPAT Risk Score

County of Residence

Successful / Unsuccessful on PTS

Absconded from PTS

Entered Programming during PTS

Violation Incurred while on PTS

Total Days on PTS (combined)

Unrealized Savings for Becker County (approx.)



PRETRIAL SUPERVISION DATA BECKER COUNTY

CLIENTS SERVED

Total Clients:	67	Becker County Clients:	44
Total Number of Cases:	81	Other County Clients:	22
Male Clients:	60	Homeless Client(s):	1
Female Clients:	7		



PRETRIAL SUPERVISION DATA BECKER COUNTY

PROGRAM STATUS AND OUTCOMES

Successfully Completed PTS:	11
Continuing as Successful:	50
Unsuccessful Termination:	6
Current Success Rate:	92%



■ Successful ■ Continuing Successful ■ Unsuccessful Termination



PRETRIAL SUPERVISION DATA BECKER COUNTY

RISK LEVELS AND ELIGIBILITY

High Risk:	16
Medium Risk:	23
Low Risk:	28
MNPAT Eligible:	44
Not MNPAT Eligible:	23

RISK LEVEL



■ High ■ Medium ■ Low

MNPAT Eligible



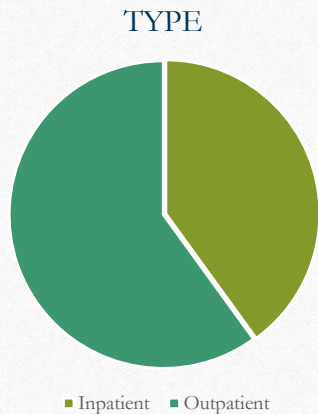
■ Yes ■ No



PRETRIAL SUPERVISION DATA BECKER COUNTY

PROGRAMMING

Entered Programming	23
Did not Enter Programming	1
<u>Programming (Not Applicable)</u>	<u>23</u>
Inpatient Chem. Dep. Txmt	8
<u>Outpatient Chem. Dep. Txmt</u>	<u>12</u>



PRETRIAL SUPERVISION DATA BECKER COUNTY

SUPERVISION TIME & UNREALIZED COST SAVINGS

12 Months of PTS:

- 67 Clients
- Combined Total of 5,267 Days on PTS
- Jail Per Diem Rate @ \$60/Day



PRETRIAL SUPERVISION DATA BECKER COUNTY

CLOSING AND NEXT STEPS

In summary, the MN DOC - Becker County Pretrial Supervision Program is continuing to show signs of success:

- **Keeping individuals in the community**
Individuals remain in the community and engaged in proactive, rehabilitative services vs jail time.
- **Monitoring compliance**
- **Reduction in Failure to Appear (FTA)**
- **Reduction of unnecessary jail stays**
- **Realizing meaningful cost savings**
- **Supporting safety with early access to treatment before sentencing**

Next Steps



Launch 6-Month 1 Year 2 Year
Review Review Review



Becker County 4-H 2025 Impact Report

Minnesota 4-H is building a generation of youth *beyond ready*.

Beyond ready to learn, lead, and make a difference

1

LEARN

Youth will learn by developing a passion in their areas of interest

2

LEAD

Youth will lead by being innovators and change agents

3

SERVE

Youth will serve their communities

366 participants in Becker County

53,744 total participants

85 new 4-H'ers in Becker County

10,873 total first-year Minnesota 4-H'ers

Retained **84%** of youth from 2024 in Becker County

Youth average **7 years** in Minnesota 4-H programs

Ready to Learn

98% of youth enjoyed learning in 4-H. It's hands-on, relevant and rooted in their interests.

Educators delivered over **2,100** events, and had **1,100** clubs statewide

Over **211** youth in Becker County showcased learning, demonstrating their growth and mastery in project areas, and nearly **20,000** youth across Minnesota

"I learned the importance of teaching the public, and not just what they can learn, but also what you can learn from them."

—Minnesota 4-H'er



Ready to Lead

80% youth reported having an opportunity to lead in Becker County

95% of MN 4-H'ers believe they have an impact on those around them—helping youth to see why their actions matter today.

93% learned about differences in people through 4-H—an important step toward becoming respectful, inclusive leaders.

Ready to Serve

3 in 4 4-H'ers reported serving their community in 4-H

60% 4-H'ers reported serving their community in Becker County

60 screened adult volunteers in Becker County



BECKER COUNTY BOARD OF COMMISSIONERS

RESOLUTION 12-25-2C

Donation Acceptance for Veterans Services

WHEREAS, the County may accept donations of goods and services for the benefit of its citizens, and.

WHEREAS an anonymous individual has donated \$1000.00 to the Becker County Veterans Service Office in memory of her husband. She is requesting that it be used for veterans in Becker County in need.

NOW THEREFORE BE IT RESOLVED. That the Board of County Commissioners of Becker County, Minnesota, approves of the Veterans Service Office accepting the donation and directs its use for the benefit of Becker County Veterans.

Duly adopted this 2nd day of December 2025, at Detroit Lakes, MN.

COUNTY BOARD OF COMMISSIONERS
Becker County, Minnesota

ATTEST:

/s/ Carrie Smith

Carrie Smith
County Administrator

/s/ David Meyer

David Meyer
Board Chair

State of Minnesota)
) ss
County of Becker)

I, the undersigned, being the duly appointed and qualified County Administrator for the County of Becker, State of Minnesota, do hereby certify that the foregoing is a true and correct copy of a Resolution passed, adopted, and approved by the County Board of Commissioners at a meeting held December 2nd, 2025, as recorded in the record of proceedings.

Carrie Smith
County Administrator

342.22 RETAILERS; LOCAL REGISTRATION AND ENFORCEMENT.

Subdivision 1. **Registration required.** Before making retail sales to customers or patients, a cannabis microbusiness, cannabis mezzobusiness, cannabis retailer, medical cannabis combination business, or lower-potency hemp edible retailer must register with the city, town, or county in which the retail establishment is located. A county may issue a registration in cases where a city or town has provided consent for the county to issue the registration for the jurisdiction.

Subd. 2. **Registration fee.** (a) A local unit of government may impose an initial retail registration fee of \$500 or up to half the amount of the applicable initial license fee under section 342.11, whichever is less. The local unit of government may also impose a renewal retail registration fee of \$1,000 or up to half the amount of the applicable renewal license fee under section 342.11, whichever is less. The initial registration fee shall include the fee for initial registration and the first annual renewal. Any renewal fee imposed by the local unit of government shall be charged at the time of the second renewal and each subsequent annual renewal thereafter.

(b) The local unit of government may not charge an application fee.

(c) Registration fees are nonrefundable.

Subd. 3. **Issuance of registration.** (a) A local unit of government shall issue a retail registration to a cannabis microbusiness with a retail operations endorsement, cannabis mezzobusiness with a retail operations endorsement, cannabis retailer, medical cannabis combination business operating a retail location, or lower-potency hemp edible retailer that:

(1) has a valid license or license preapproval issued by the office;

(2) has paid the registration fee or renewal fee pursuant to subdivision 2;

(3) is found to be in compliance with the requirements of this chapter at any preliminary compliance check that the local unit of government performs; and

(4) if applicable, is current on all property taxes and assessments at the location where the retail establishment is located.

(b) Before issuing a retail registration, the local unit of government may conduct a preliminary compliance check to ensure that the cannabis business or hemp business is in compliance with any applicable local ordinance established pursuant to section 342.13.

(c) A local unit of government shall renew the retail registration of a cannabis business or hemp business when the office renews the license of the cannabis business or hemp business.

(d) A retail registration issued under this section may not be transferred.

Subd. 4. **Compliance checks.** (a) A local unit of government shall conduct compliance checks of every cannabis business and hemp business with a retail registration issued by the local unit of government. During a compliance check, a local unit of government shall assess a business's compliance with age verification requirements and compliance with any applicable local ordinance established pursuant to section 342.13.

(b) A local unit of government must conduct unannounced age verification compliance checks of every cannabis business and hemp business at least once each calendar year. Age verification compliance checks must involve persons at least 17 years of age but under the age of 21 who, with the prior written consent of a parent or guardian if the person is under the age of 18, attempt to purchase adult-use cannabis flower,

adult-use cannabis products, lower-potency hemp edibles, or hemp-derived consumer products under the direct supervision of a law enforcement officer or an employee of the local unit of government.

Subd. 5. Registration suspension and cancellation; notice to office; penalties. (a) If a local unit of government determines that a cannabis business or hemp business with a retail registration issued by the local unit of government is not operating in compliance with the requirements of a local ordinance authorized under section 342.13 or that the operation of the business poses an immediate threat to the health or safety of the public, the local unit of government may suspend the retail registration of the cannabis business or hemp business. The local unit of government must immediately notify the office of the suspension and shall include a description of the grounds for the suspension.

(b) The office shall review the retail registration suspension and may order reinstatement of the retail registration or take any action described in section 342.19 or 342.21.

(c) The retail registration suspension must be for up to 30 days unless the office suspends the license and operating privilege of the cannabis business or hemp business for a longer period or revokes the license.

(d) The local unit of government may reinstate the retail registration if the local unit of government determines that any violation has been cured. The local unit of government must reinstate the retail registration if the office orders reinstatement.

(e) No cannabis microbusiness, cannabis mezzobusiness, cannabis retailer, medical cannabis combination business, or lower-potency hemp edible retailer may make any sale to a customer or patient without a valid retail registration with a local unit of government and a valid license with any applicable endorsement from the office. A local unit of government may impose a civil penalty of up to \$2,000 for each violation of this paragraph.

History: 2023 c 63 art 1 s 22; 2024 c 121 art 2 s 78

Becker County Cannabis Retail Business Registration or Renewal Form

Before making retail sales to customers or patients, a cannabis microbusiness, cannabis mezzobusiness, cannabis retailer, medical cannabis combination business, or lower-potency hemp edible retailer must register with the city, town, or county in which the retail establishment is located. Check the Becker County website before completing to assure Becker County is the correct local government to register with.

Registration Type

- ☐ New
- ☐ Renewal

New Registration Fees

Cannabis Retailer	\$500.00
Cannabis Microbusiness	\$0.00
Cannabis Mezzobusiness	\$500.00
Medical Cannabis Combination Business	\$500.00
Low-Potency Hemp Edible Retailer	\$125.00

Renewal Registration Fees

Cannabis Retailer	\$1,000.00
Cannabis Microbusiness	\$1,000.00
Cannabis Mezzobusiness	\$1,000.00
Medical Cannabis Combination Business	\$1,000.00
Low-Potency Hemp Edible Retailer	\$ 125.00

Initial registration fee includes the fee new registration and the first annual renewal. The renewal fee is charged at the time of the second renewal and each subsequent annual renewal thereafter.

A Cannabis retail registration issued shall not be transferred. Registration and renewal fees are non-refundable.

Legal Business Name:	
Business Address	
Business Mailing Address (if different)	
Business Phone Number:	

Cannabis Retailer and Medical Cannabis Combination Business may add up to one additional retail property address and Mezzobusinesses may add up to three retail property addresses. If you have more than one retail property, please provide address and parcel #'s:

Property Owner Information: (if business address is owned by someone other than the licensee)

Full Name (last, first, M)	
Address	
E-mail address	
Phone Number	

Minnesota Cannabis Business License or Preliminary License Approval Number: _____.

All Requirements Must be Completed*

- ☐ Fee: Payments must be submitted at time of registration.
- ☐ License Verification: Include in the application a copy of a Valid Cannabis Business License or written notice of Preliminary License Approval Number.
- ☐ Tax Certification: I certify the Business is current on all property taxes and assessments for retail location(s) or proposed retail location(s)
- ☐ Age Certification: I certify the applicant is at least 21 years of age
- ☐ Ordinance: Applicant certifies that it is or will be in compliance with the County Land Use Ordinance No. _____ at the time of retail sales
 - Incomplete forms or inaccurate payments will not be accepted.
 - Per MN Statute 342.22 Subd. 5., Becker County has the authority for registration suspension and cancellation. Any revocation will comply with the requirements of Minn. Stat. § 342.22, subd. 5, as amended from time to time. In the event the Office of Cannabis Management suspends or revokes the retailers Cannabis License, the Becker County retail registration will be immediately suspended, canceled, or revoked upon notification until such time the OCM provide documentation as to a validation of the retailers Cannabis License.
 - Businesses must display retail registration: All registrations must be posted and always displayed at the registered retail location(s) or medical cannabis combination business in plain view of the general public.
- ☐ By checking the "I agree" box below, you agree and acknowledge that all requirements have been met. I certify that all statements made on this application are true, complete, and correct to the best of my knowledge and belief. I understand these statements are subject to verifications. I understand that falsification of this application will be cause for denial.

Printed Name: _____

Signature: _____ Date: _____

For more information visit www.beckercountymn.gov Departments, Auditor-Treasurer, Licenses or call 218-846-7311

MN Paid Family and Medical Leave Policy

STATEMENT

Becker County complies with the requirements of Minnesota Paid Leave (MPFML) law as outlined in Minn. Stat. § 268B.01, for all eligible County employees. Minnesota Paid Leave may be administered for County employees through a qualifying private plan (an equivalent plan) or through the Minnesota Paid Leave State Plan, as determined by the County. Eligible employees will be provided paid leave benefits for qualifying medical and family reasons, as required by the law.

DEFINITIONS

Unless otherwise noted, definitions are as provided in Minn. Stat. § 268B.01. Selected key definitions are restated here for clarity.

Bonding: Time spent by an employee who is a biological, adoptive, or foster parent with a biological, adopted, or foster child in conjunction with the child's birth, adoption, or placement. Eligibility ends 12 months after birth or placement of the child.

Covered Employees: Regular full-time or part-time employees and eligible temporary (seasonal) employees as determined by Minn. Stat. § 268B.01.

Family Care: An applicant caring for a family member with a serious health condition or caring for a family member who is a military member.

Family Member: Includes spouse or domestic partner; child (including biological, adopted, stepchild, foster children, or a child you raise even if you are not legally related); parent or guardian (including in-laws); sibling; grandchild; grandparent (including spouse's); son-/daughter-in-law; and any individual with a personal relationship that creates an expectation of care without compensation.

Incapacity: The inability to perform regular work, attend school, or perform regular daily activities due to a serious health condition, treatment therefore, or recovery therefrom.

Medical Care Related to a Pregnancy: Includes prenatal care or incapacity due to pregnancy or recovery from childbirth, stillbirth, miscarriage, or related health conditions.

Qualifying Exigency: Need arising from a military member's active duty or call to duty, as defined by statute.

Safety Leave: Leave from work because of domestic abuse, sexual assault, or stalking of the employee or the employee's family member. Safety leave may be used to seek medical attention related to a physical or psychological injury or disability caused by such conduct; obtain services from a victim services organization; obtain psychological or other counseling; seek relocation; or seek legal advice or take legal action, including preparing for or participating in any civil or criminal legal proceeding related to, or resulting from, the domestic abuse, sexual assault, or stalking.

Serious Health Condition: A physical or mental illness, injury, impairment, or condition, or substance use disorder that meets the conditions of Minn. Stat. § 268B.01, Subd. 39 and approved of by the plan administrator.

SOURCE

Minn. Stat. Ch. 268B	Family and Medical Benefits
Minn. Rules Ch. 3317	Paid Leave
Minn. Stat. § 181.941	Pregnancy and Parenting Leave
29 U.S.C. § 2601 et seq.	Federal Family and Medical Leave Act (FMLA)

POLICY

Becker County provides a private fully-insured, Minnesota Paid Leave equivalent plan in place of participation in the Minnesota State Paid Leave program (the State Plan). The County's equivalent plan is approved by the Minnesota Department of Employment and Economic Development (DEED) and offers benefits equivalent to those provided by the State Plan, covering all required types of leave including medical, family, bonding, safety, and military related leave. The plan provides eligible employees with partial wage replacement and job-protected leave for qualifying reasons.

All MPFML determinations (eligibility, benefit amount, duration) are made by the plan administrator, not the County.

Program Premiums

Beginning January 1, 2026, premiums will be shared equally between the County and the employee via payroll deductions as allowed under Minn. Stat. § 268B.01. Premium rates for MPFML are determined by DEED or the approved private plan administrator.

PROCEDURE

Eligibility

Eligibility is determined by the plan administrator in accordance with Minn. Stat. § 268B.01. The County will cooperate by providing required information but does not make eligibility decisions.

Generally, to be eligible for MPFML benefits, an employee needs to work at least 50% of their time from a location in Minnesota, which may include County worksites and/or remote work sites. Additionally, employees must meet financial eligibility requirements as defined in Minn. Stat. § 268B.01 by having earned over the defined eligibility threshold in the past year, at the time of the requested leave. Jobs outside of County employment may also count toward meeting eligibility requirements, and employees are responsible for reporting complete and accurate information during the application process so that appropriate eligibility determinations are applied.

Leave Entitlement and Usage Overview

Eligible employees may receive up to 12 weeks of Minnesota Paid Leave per benefit year as medical leave (for yourself); and eligible employees may receive up to 12 weeks of Minnesota Paid Leave per benefit year as family leave; with the combined total not to exceed 20 weeks of Minnesota Paid Leave in a single benefit year.

There is no waiting period for Minnesota Paid Leave if the employee's situation is determined to qualify for the benefit.

The County's Minnesota Paid Leave equivalent plan benefit year is a 12-month period measured forward from an employee's first day of leave taken.

Minnesota Paid Leave may be approved for the following conditions and reasons:

- Medical Leave: Up to 12 weeks of medical leave (for yourself) to take care of yourself in relation to a serious health condition, including pregnancy, childbirth, recovery, or surgery.
- Family Leave: Up to 12 weeks of family leave for:
 - *Bonding Leave*: To bond with a child through birth, adoption, or foster placement
 - *Caring Leave*: To care for a family member with a serious health condition
 - *Military Family Leave*: To support a military family member called to active duty
 - *Safety Leave*: To receive covered types of care for yourself or a family member because of domestic abuse, sexual assault, or stalking. Types of care may include seeking medical attention; obtaining services from a victim services organization; obtaining psychological or other counseling; seeking relocation due to the domestic abuse, sexual assault, or stalking; or seeking legal advice or taking legal action, including preparing for or participating in legal proceedings.

Seven-Day Qualifying Event

In most cases, the period for which an employee is seeking Minnesota Paid Leave benefits must be, or have been based on, a single qualifying event of at least seven calendar days' duration related to medical care related to pregnancy, family care, a qualifying exigency, safety leave, or the applicant's serious health condition. The days must be consecutive, unless the leave is intermittent. Benefits related to bonding do not need to meet the seven-day qualifying event requirement. Certain serious health conditions and other events may be presumed to constitute seven-day qualifying events.

During this time, employees may use County leave such as personal, vacation, sick leave, earned sick and safe time (ESST), or compensatory time. If MPFML benefits are denied, the employee may request to use the appropriate accrued leave as allowed under applicable labor agreements or personnel policies.

Intermittent Leave

Employees may apply for intermittent leave, provided the leave is reasonable and appropriate to the needs of the employee or other individual requiring care. In addition to meeting the other eligibility requirements under the Minnesota Paid Leave law, an employee taking intermittent leave must have at least eight hours of accumulated leave time in order to apply for payment of benefits, unless more than 30 calendar days have lapsed since the initial taking of the leave.

In situations where an employee requires intermittent leave, the employee must make a reasonable effort to provide written notice to Human Resources of the need for intermittent leave before applying for Minnesota Paid Leave benefits through the plan administrator. As part of the notice, the employee must provide the County with the following information:

- Proposed intermittent leave schedule; and
- A completed certification from a health care provider, or other provider or certification source appropriate to the situation, identifying the leave as necessary along with a reasonable estimate of the frequency and duration and treatment schedule for the leave.

Non-exempt employees using Minnesota Paid Intermittent Leave will record their leave in 15-minute increments on their timecard. Exempt employees using Minnesota Paid Leave will record their leave in whole hour increments on their timecard.

Intermittent leave taken under this policy is capped at a maximum of 480 hours in a 12-month period, as permitted by Minnesota Paid Leave law. After reaching the maximum amount of allowed

intermittent leave, employees may request continuous leave provided the total leave does not exceed the maximum amount of Minnesota Paid Leave allowed by law.

Initial Notice to Employer

The process of applying for Minnesota Paid Leave begins with a conversation between the employee and the County, or the employee providing written notification to the County. The employee should contact Human Resources (humanresources@co.becker.mn.us) to provide notification regarding the intent to take leave. Notice must include anticipated timing and duration and be sent to the immediate supervisor and Human Resources.

If the need for leave is foreseeable, the employee should provide at least 30 days' advance notice prior to taking leave. If the need for leave is not foreseeable, or in cases where provision of 30 days' advance notice of foreseeable leave is not practicable, the employee is required to provide notice as soon as practicable. Employees should timely communicate their need for leave along with information about the anticipated start and return date or indicate whether the anticipated need for leave will be intermittent.

Applying for MPFML

After providing initial notice of the need for leave, an employee may apply for Minnesota Paid Leave benefits by contacting Human Resources and submitting an application through the county's online portal administered by the selected equivalent plan third party administrator. Certification of the need for leave by a health care professional or service provider is required to receive Minnesota Paid Leave. Determinations regarding eligibility for MPFML benefits and administration of benefits for which an employee qualifies will be administered through the County's equivalent plan third party administrator.

The employee shall provide a copy of the certification as soon as practicable and possible. Providing certification at or around the time the employee provides certification to the equivalent plan administrator is considered practicable.

It is advised that an employee with an eligible need for leave who intends to apply for Minnesota Paid Leave benefits work to submit their application timely. Significant delays in applying for Minnesota Paid Leave may result in a reduction in the benefits for which an individual is eligible.

Benefit Amount

An employee's weekly Minnesota Paid Leave benefits are calculated and determined in accordance with Minnesota Paid Leave law benefit provisions, providing partial wage replacement during qualifying time off. Payments are based on average weekly wage, and the amount an employee is eligible to receive varies depending on income level, as defined by Minnesota Paid Leave law.

Requests for Change of Leave Schedule

An employee who needs a change of leave schedule, including changing from intermittent to continuous leave, or from continuous to intermittent leave, must make the request for a change in writing no less than 14 calendar days, or as soon as practicable, prior to the expiration of the original approved leave schedule. Requests for a change in leave schedule must be submitted to the equivalent plan third party administrator as well as providing notification to the County Human Resources.

Supplementing MPFML Wage Benefits

Employees may elect to supplement MPFML benefits with accrued paid leave (personal, vacation, sick leave, earned sick and safe time (ESST), or compensatory time) to reach 100 % of their regular base pay. It is the employee's choice to either elect to supplement with eligible accrued leave or choose not to supplement. If an employee elects to supplement their Minnesota Paid Leave benefits in this way, the combined weekly sum of Minnesota Paid Leave benefit payments and County-provided paid leave benefits cannot exceed the employee's usual salary. If Minnesota Paid Leave benefit payments combined with supplemental leave result in overpayment, the employee will be required to repay the excess amount to the County.

Employees choosing to supplement MPFML should be aware of Public Employees Retirement Association (PERA) contribution limitations. Under Minn. Stat. § 353.01, Subd. 10(b), the following are not considered salary for PERA contribution purposes:

- Worker's compensation, Disability insurance and Minnesota Paid Leave (MPFML) payments.
- Paid accruals covering less than 100% of the average regular earnings during non-medical leave.
- Paid accruals covering less than 50% of the average regular earnings during medical leave.

If an employee applies for MPFML but is found ineligible or unpaid during the application process, accrued County leave may be used consistently with collective bargaining agreements and personnel rules.

Interaction with Becker County Catastrophic Medical Leave Sharing Bank

Beginning January 1, 2026, all permanent County employees, including members of collective bargaining units whose exclusive representatives have agreed to participate in the Catastrophic Medical Leave Sharing Bank (CMLSB) are eligible to use the bank to supplement their wages up to 100% of their regular base pay once all other forms of paid leave through the County have been exhausted. For additional information and other requirements under the CMLSB please visit the CMLSB policy.

Using Accrued Paid Leave *in lieu of* Minnesota Paid Leave Benefits

An employee may use personal, vacation, sick leave, earned sick and safe time (ESST), or compensatory time, *in lieu of* Minnesota Paid Leave Program benefits, provided the employee is concurrently eligible.

Interaction with Other Leaves

An employee's use of Minnesota Paid Leave may also qualify for leave under federal, state, local laws, and/or County policy or collective bargaining agreement. In these cases, all applicable leaves (including but not limited to FMLA and the Minnesota Pregnancy and Parenting Leave) will be designated concurrently to the greatest extent permitted by law. Employees may not stack leaves or take leaves consecutively in order to extend their time away from work.

Interaction with Other Benefits

The County will continue to provide group insurance coverage, including health insurance, for an employee on Minnesota Paid Leave under the same conditions as if the employee was not on leave, including provision of County group insurance benefit premium contribution amounts. The employee is required to continue to make timely payments of their share of the premiums for coverage. If the

employee is not using accrued County-paid leave to supplement during the leave, it is the responsibility of the employee to remit their portion of premiums to the Human Resources by the 20th day of the month in order to ensure continuation of benefits coverage.

So long as an employee is utilizing a paid version of leave to supplement their MPFML the employee will continue to accrue vacation and sick leave while on MPFML. Employees will only be compensated for paid holidays if they are on a paid version of leave the last work day prior and first work day after the holiday.

Worker's Compensation Offset

An employee cannot receive MPFML wage benefits for any portion of a week compensated under workers' compensation for lost wages equal to or greater than MPFML benefits. Overlaps are resolved under Minn. Stat. §§ 268B.06 subd. 6 and 268B.185.

Reinstatement

Upon return from Minnesota Paid Leave, the employee will be reinstated to their previous position or to an equivalent position, with the same status, pay, employment benefits, length of service credit, and seniority credit as of the date of leave as long as the employee has been employed by the County for a minimum of 90 calendar days. If applicable, an employee who is reinstated upon return from Minnesota Paid Leave may also be entitled to any unconditional pay increases which occurred during the leave period, such as a cost of living increase or general adjustment; and other pay, benefits, and terms will be reinstated in accordance with Minnesota Statutes and applicable County policy or collective bargaining agreement.

Discrimination and Retaliation Prohibited

An employer must not discharge, discipline, penalize, interfere with, threaten, restrain, coerce, or otherwise retaliate or discriminate against an employee for requesting or obtaining benefits or leave, or for exercising any other right under the Minnesota Paid Leave law.

Becker County strictly prohibits any form of illegal discrimination or retaliation against an employee for exercising their rights under the Minnesota Paid Leave program. Any employee who believes they have been discriminated against or retaliated against for Minnesota Paid Leave related activities should immediately report the issue to Human Resources Department.

Fraud and Misrepresentation

The County will promptly notify the plan administrator of any evidence of suspected fraud or misuse of MPFML benefits.

Any employee who knowingly files a false claim or misrepresents information may be subject to disciplinary action, up to and including termination, and potential criminal prosecution.



Classification: Chief Deputy Auditor-Treasurer I, Grade 10
Department: Auditor-Treasurer
Reports to: County Auditor-Treasurer
FLSA Classification: Non-Exempt
Union Status: Non-Union
Board Approved:

Position Summary

The Chief Deputy Auditor-Treasurer I is responsible to assist in maintaining and implementing department activities and acts as the Auditor-Treasurer in that person's absence. Responsible for assisting with department and personnel management and administration. Oversees and performs accounting and data processing activities. Administers all elections within Becker County. *Must be familiar and can complete all tasks of persons who are direct reports.*

Essential Duties and Responsibilities

Accounting and Administrative

- Acts as Auditor-Treasurer in that person's absence including financial transactions, meetings, authorizations and approvals, and decision making.
- Ensures compliance with all applicable federal, state, and local laws and policies, data privacy and security, etc.
- Monitor various due date requirements for reporting, publishing, mailings and prepare resolutions for board approval if applicable (Office of Secretary of State, Auditor, Education, Public Safety and Revenue)
- Responsible for balancing cashbook and preparation of spreadsheet detailing account activity balancing with the Integrated Financial system (IFS).
- Oversees collection of all revenues received by the County including taxes and miscellaneous receipts.
- Oversees payroll processes assuring accuracy and resolving issues and problems.
- Prepares semi-annual payroll audit of all employees and prepares payroll budget spreadsheet for budgeting purposes and other cost analysis.
- Functions as Property Tax Administrator: calculates tax levies and prepares tax statements. Prepares, submits and certifies abstract to the State.
- Oversees the posting of corrections and refunds in the tax system and creates records. Researches and resolves tax system problems and determines appropriate changes.
- Assists with union negotiations and budgeting through research, development of spreadsheets and projections, and providing information regarding pay scales and other benefit rates.
- Election Administer within Becker County and non-home schools.
 - Compiles election ballot.
 - Develops and presents election judge training; ensures requirements for judges are met.
 - Prepares election abstract and submits to Secretary of State.
 - Orders, maintains, and distributes all supplies and materials required to conduct elections.
 - Schedules and assists with conducting canvassing board.
 - Oversees, maintains and audits voter and voting databases.
 - Ensures that election equipment is tested and security is maintained.
 - Oversees mail balloting and absentee balloting.
 - Assigns duties to staff and manages the flow of ballots and personnel for processing and counting ballots and collection of supplies.
- Oversees delinquent tax and tax forfeited processes.
- Recommends office procedures changes, system changes etc. to Auditor-Treasurer and Financial Manger based on past practices, policies and procedures (ex. Accounts, budgets etc.)
- Completes multiple complex projects assigned from the Auditor-Treasurer

<ul style="list-style-type: none"> Supervises Motor Vehicle Department in absence of License supervisor and is a DUR
Staff management <ul style="list-style-type: none"> Assists with recruitment and selection of staff, makes hiring recommendations. Organizes and prioritizes workload requirements. Provides effective supervision, training, and guidance for assigned personnel; is approachable; anticipates changes and manages challenges. Promotes teamwork and cooperation. Serves as a positive role model of successful performance and ethical conduct. Monitors and documents the work performance of assigned personnel, conducts effective coaching and mentoring, reviews performance, and takes corrective action whenever necessary. Works with employees to correct deficiencies. Implements discipline and termination procedures. Assists and educates staff in federal, state, county and departmental responsibilities, statutes, rules, regulations, policies and procedures.
Customer Service <ul style="list-style-type: none"> Addresses and responds to inquiries in person, by phone, email or by mail regarding office operations or concerns. Serves as a customer service role model. Determines public or private status of requested data.
<ul style="list-style-type: none"> Attends educational opportunities and participates in professional organizations. Performs other duties as assigned or apparent.

Qualifications

Education: Associate degree in a relevant field and three years relevant work experience or equivalent combination of education/ training/ experience.

Requirements:

- Valid Minnesota Driver's License.
- Ability to obtain Tax Calculation Certification within one year of hire.
- Ability to obtain Election Administrator Certification within one year of hire.
- Ability to obtain Notary Public Certification within one year of hire.
- Ability to obtain Title Certification within one year of hire.
- Minimum of a year of supervisory experience preferred.

Knowledge, Skills and Abilities:

- Ability to interpret and apply personnel rules and union contracts.
- Ability to identify training needs and design and implement training programs for employees.
- Ability to organize work efficiently and to analyze and correct workflow problems.
- Knowledge of modern office practices, equipment and software.
- Microsoft proficient.
- Extensive knowledge of accounting, bookkeeping and best practices.
- Ability to be objective, accept responsibility and maintain confidentiality.
- Knowledge of County, State and Federal requirements, policies and laws relevant to work.
- The ability to communicate effectively, orally and in writing, and have strong positive public relations skills.
- Ability to work independently and to make decisions in keeping with policy and procedures.
- Ability to apply professional/managerial principles and judgement within overall goals and direction established by management.

- Analytical ability to select, evaluate and interpret data from several sources including policies, guidelines and procedures.
- Ability to maintain frequent contact with other departments, outside agencies and the public on specialized matters requiring detailed or technical responses and explanations.

Physical Demands and Working Conditions

- Work is generally performed in an office setting.
- Headaches, eyestrain, and other related occupational hazards reflect the most common potential for injury.
- Work is light duty and sedentary with the ability to lift, carry or push up to 50 pounds.
- This position may be occasionally exposed to mental effort and stress.
- This position frequently performs work under high attention to detail and deadlines.

Equipment Utilized

- Office equipment and computer hardware and software.

Competencies Common to all County Positions

- Develop, maintain a thorough working knowledge of, and comply with all departmental and applicable County policies and procedures.
- Demonstration by personal example the spirit of service, excellence, and integrity expected from all staff.
- Develop respectful and cooperative working relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible.
- Confer regularly with and keep immediate supervisor informed of all important matters which pertain to the applicable job functions and responsibilities.
- Represent Becker County in a professional manner to the public, outside contacts and constituencies.



Classification: Chief Deputy Auditor-Treasurer II, Grade 11
Department: Auditor-Treasurer
Reports to: County Auditor-Treasurer
FLSA Classification: Non-Exempt
Union Status: Non-Union
Board Approved:

Position Summary

The Chief Deputy Auditor-Treasurer II is responsible to assist in maintaining and implementing department activities and acts as the Auditor-Treasurer in that person’s absence. Responsible for assisting with department and personnel management and administration. Oversees and performs accounting and data processing activities. Administers all elections within Becker County. *Must be familiar and can complete all tasks of persons who are direct reports.*

Essential Duties and Responsibilities
<p>Accounting and Administrative</p> <ul style="list-style-type: none">• Acts as Auditor-Treasurer in that person’s absence including financial transactions, meetings, authorizations and approvals, and decision making.• Ensures compliance with all applicable federal, state, and local laws and policies, data privacy and security, etc.• Monitor various due date requirements for reporting, publishing, mailings and prepare resolutions for board approval if applicable (Office of Secretary of State, Auditor, Education, Public Safety and Revenue)• Responsible for balancing cashbook and preparation of spreadsheet detailing account activity balancing with the Integrated Financial system (IFS).• Oversees collection of all revenues received by the County including taxes and miscellaneous receipts.• Oversees payroll processes assuring accuracy and resolving issues and problems.• Prepares semi-annual payroll audit of all employees and prepares payroll budget spreadsheet for budgeting purposes and other cost analysis.• Functions as Property Tax Administrator: calculates tax levies and prepares tax statements. Prepares, submits and certifies abstract to the State.• Oversees the posting of corrections and refunds in the tax system and creates records. Researches and resolves tax system problems and determines appropriate changes.• Assists with union negotiations and budgeting through research, development of spreadsheets and projections, and providing information regarding pay scales and other benefit rates.• Election Administer within Becker County and non-home schools.<ul style="list-style-type: none">• Compiles election ballot.• Develops and presents election judge training; ensures requirements for judges are met.• Prepares election abstract and submits to Secretary of State.• Orders, maintains, and distributes all supplies and materials required to conduct elections.• Schedules and assists with conducting canvassing board.• Oversees, maintains and audits voter and voting databases.• Ensures that election equipment is tested and security is maintained.• Oversees mail balloting and absentee balloting.• Assigns duties to staff and manages the flow of ballots and personnel for processing and counting ballots and collection of supplies.• Oversees delinquent tax and tax forfeited processes.• Recommends office procedures changes, system changes etc. to Auditor-Treasurer and Financial Manger based on past practices, policies and procedures (ex. Accounts, budgets etc.)• Completes multiple complex projects assigned from the Auditor-Treasurer

<ul style="list-style-type: none"> Supervises Motor Vehicle Department in absence of License supervisor and is a DUR
Staff management <ul style="list-style-type: none"> Assists with recruitment and selection of staff, makes hiring recommendations. Organizes and prioritizes workload requirements. Provides effective supervision, training, and guidance for assigned personnel; is approachable; anticipates changes and manages challenges. Promotes teamwork and cooperation. Serves as a positive role model of successful performance and ethical conduct. Monitors and documents the work performance of assigned personnel, conducts effective coaching and mentoring, reviews performance, and takes corrective action whenever necessary. Works with employees to correct deficiencies. Implements discipline and termination procedures. Assists and educates staff in federal, state, county and departmental responsibilities, statutes, rules, regulations, policies and procedures.
Customer Service <ul style="list-style-type: none"> Addresses and responds to inquiries in person, by phone, email or by mail regarding office operations or concerns. Serves as a customer service role model. Determines public or private status of requested data.
<ul style="list-style-type: none"> Attends educational opportunities and participates in professional organizations. Performs other duties as assigned or apparent.

Qualifications

Education: Associate degree in a relevant field and five years relevant work experience or equivalent combination of education/ training/ experience.

Requirements:

- Valid Minnesota Driver's License.
- Tax Calculation Certification.
- Election Administrator Certification.
- Notary Public Certification.
- Title Certification.
- Minimum of 3 years of supervisory experience preferred.

Knowledge, Skills and Abilities:

- Ability to interpret and apply personnel rules and union contracts.
- Ability to identify training needs and design and implement training programs for employees.
- Ability to organize work efficiently and to analyze and correct workflow problems.
- [Comprehensive knowledge](#) of modern office practices, equipment and software.
- Microsoft proficient.
- [Comprehensive knowledge](#) of accounting, bookkeeping and best practices.
- Ability to be objective, accept responsibility and maintain confidentiality.
- [Comprehensive knowledge](#) of County, State and Federal requirements, policies and laws relevant to work.
- The ability to communicate effectively, orally and in writing, and have strong positive public relations skills.
- Ability to work independently and to make decisions in keeping with policy and procedures.
- [Ability to apply professional/managerial principles and judgement within overall goals and direction established by management.](#)

- Ability to complete assignments independently.
- Ability to understand and interpret complex legal descriptions.
- Ability to interact and communicate effectively and respectfully with employees, supervisors, individuals from other organizations and customers.
- Ability to coordinate, organize & direct staff to create and maintain high quality public service.
- Analytical ability to select, evaluate and interpret data from several sources including policies, guidelines and procedures.
- Ability to maintain frequent contact with other departments, outside agencies and the public on specialized matters requiring detailed or technical responses and explanations.

Physical Demands and Working Conditions

- Work is generally performed in an office setting.
- Headaches, eyestrain, and other related occupational hazards reflect the most common potential for injury.
- Work is light duty and sedentary with the ability to lift, carry or push up to 50 pounds.
- This position may be occasionally exposed to mental effort and stress.
- This position frequently performs work under high attention to detail and deadlines.

Equipment Utilized

- Office equipment and computer hardware and software.

Competencies Common to all County Positions

- Develop, maintain a thorough working knowledge of, and comply with all departmental and applicable County policies and procedures.
- Demonstrate by personal example the spirit of service, excellence, and integrity expected from all staff.
- Develop respectful and cooperative working relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible.
- Confer regularly with and keep immediate supervisor informed of all important matters which pertain to the applicable job functions and responsibilities.
- Represent Becker County in a professional manner to the public, outside contacts and constituencies.

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Classification: Payroll - Accounting Specialist I, Grade 6
Department: Auditor-Treasurer
Reports to: Chief Deputy Auditor-Treasurer
FLSA Classification: Non-Exempt
Union Status: Teamsters-Courthouse
Board Approved:

Position Summary

The Payroll Accounting Specialist I is responsible for implementation, processing and preparing the bi-weekly Becker County payroll. Performs customer services and a variety of reporting and data processing. This role emphasizes improving payroll systems, ensuring data accuracy, and contributing to strategic workforce planning.

Essential Duties and Responsibilities

Payroll

- Compiles and processes the Becker County bi-weekly payroll, including the withholding, auditing, and reporting of ~~taxes and deductions~~ PERA.
- Assists with benefits administration by balancing, preparing and submitting employee benefits and withholding payments including retirements, garnishments, union dues, insurances, section 125, health benefits, taxes, social security, etc., ensuring billings are accurate.
- Prepares, files and tracks all state and federal payroll reporting.
- Reviews and audits to determine that each employee's benefits and gross pay is expensed to the correct department and line item.
- Prepares all payroll documents and retains according to record retention requirements.
- Creates, balances and uploads the general ledger into the financial software system.
- In conjunction with HR, pPrepares and executes all payroll adjustments per union contracts.
- Manages bank reconciliation ensuring correct EFT debits for direct deposits and taxes.
- Monitors FSA plans and reconciles to Benefits Bank Account.
- Creates, analyses and edits vendor files to balance premium payments. Coordinates vendor information and deductions.
- Prepares W2's and 1095 forms, PERA annual reports, and any annual Union payouts.
- Verifies and processes all electronic timesheets with attention to accuracy, policy compliance, and proper coding. Actively monitors timesheet approval status across departments and follow s up to ensure timely submission and payroll processing.
- Ensure payroll procedures and employee time reporting comply with multiple union contracts and the county's personnel policy.
- Serve as one of the system administrators for payroll and timekeeping software.
- Lead system updates, testing and troubleshooting to optimize functionality.
- Serves as the main point of contact for questions and concerns on timesheet coding.
- Updates payroll and holiday calendar.
- Manages and maintains accurate tracking of employee leave accruals, including vacation, sick and compensatory time. Generates and distributes regular reporting related to compensated balances for management and auditing purposes.

Administrative, Reporting, and Accounting

- Maintains employee benefit and payroll information in accordance with confidentiality requirements.
- Provides information wage analysis and cost analysis for budgeting purposes.
- Creates cost analyses for Board meetings.

- Creates MCIT workers comp estimate and actual annual report.
 - Creates, reviews and audit 941 reports for MN Department of Revenue and the IRS.
 - Creates and uploads New Hire report for the Minnesota New Hire Reporting Center.
 - Prepares and send employees Wage Change Notices.
 - Coordinates with state auditors by compiling, verifying, and providing accurate financial and payroll data to ensure compliance with state auditing requirements and regulations.
 - Serves as primary point of contact for Public Employees Retirement Association (PERA), ensuring accurate reporting, timely submission of data, and resolution of employee and agency inquiries.
- Attends trainings and meetings.
 - Work with HR to ensure alignment between payroll, benefits, and employee records.
 - Created detailed reports for audits and budgeting purposes.
 - Identify and implement process improvements to enhance payroll accuracy and efficiency.
 - Provide training on timesheet coding and system use.
 - Performs other duties as assigned or apparent.

Qualifications

Education: High School diploma or equivalent and some post-high school training or education. At least one year of payroll processing experience or equivalent combination of education/ training/ experience. One year experience with Microsoft Office Suite, accounting software and databases.

Requirements:

- Knowledge of modern office procedures, equipment and software.
- Knowledge of basic accounting and bookkeeping.
- Skill in performing accurate and efficient data entry.
- The ability to communicate effectively, orally and in writing, and have positive public relations skills.
- Ability to work under limited supervision with general autonomy in determining how objectives are achieved.
- Ability to apply a variety of procedures and policies using moderate analytical ability to adapt standard methods to meet facts and conditions.
- Ability to manage multiple tasks and meet strict deadlines in high-pressure environments, ensuring accuracy, attention to detail, and compliance with payroll regulations.
- Advanced proficiency with payroll software and tools, as well as Microsoft Excel, including pivot tables, v-lookups, and data analysis functions.

Physical Demands and Working Conditions

- Work is performed in an office setting.
- Headaches, eyestrain, and other related occupational hazards reflect the most common potential for injury.
- Work is light duty and sedentary with the ability to lift, carry or push up to 10 pounds.
- This position may be occasionally exposed to mental effort and stress.
- This position frequently performs work under high attention to detail and deadlines.

Equipment Utilized

- Office equipment and computer hardware and software.

Competencies Common to all County Positions

- Develop, maintain a thorough working knowledge of, and comply with all departmental and applicable County policies and procedures.
- Demonstration by personal example the spirit of service, excellence, and integrity expected from all staff.

- Develop respectful and cooperative working relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible.
- Confer regularly with and keep immediate supervisor informed of all important matters which pertain to the applicable job functions and responsibilities.
- Represent Becker County in a professional manner to the public, outside contacts and constituencies.



Classification: Payroll - Accounting Specialist II, Grade 7
Department: Auditor-Treasurer
Reports to: Chief Deputy Auditor-Treasurer
FLSA Classification: Non-Exempt
Union Status: Teamsters-Courthouse
Board Approved:

Position Summary

The Payroll Accounting Specialist II is responsible for implementation, processing and preparing the bi-weekly Becker County payroll. Performs customer services and a variety of reporting and data processing. This role emphasizes improving payroll systems, ensuring data accuracy, and contributing to strategic workforce planning.

Essential Duties and Responsibilities

Payroll

- Compiles and processes the Becker County bi-weekly payroll, including withholding, auditing, and reporting of PERA.
- Assists with benefits administration by balancing, preparing and submitting employee benefits and withholding payments including retirements, garnishments, union dues, insurances, section 125, health benefits, taxes, social security, etc., ensuring billings are accurate.
- Prepares, files and tracks all state and federal payroll reporting.
- Reviews and audits to determine that each employee's benefits and gross pay is expensed to the correct department and line item.
- Prepares all payroll documents and retains according to record retention requirements.
- Creates, balances and uploads the general ledger into the financial software system.
- In conjunction with HR, pPrepares and executes all payroll adjustments per union contracts.
- Manages bank reconciliation ensuring correct EFT debits for direct deposits and taxes.
- Monitors FSA plans and reconciles to Benefits Bank Account.
- Creates, analyses and edits vendor files to balance premium payments. Coordinates vendor information and deductions.
- Prepares W2's and 1095 forms, PERA annual reports, and any annual Union payouts.
- Verifies and processes all electronic timesheets with attention to accuracy, policy compliance, and proper coding. Actively monitors timesheet approval status across departments and follow up to ensure timely submission and payroll processing.
- Ensure payroll procedures and employee time reporting comply with multiple union contracts and the county's personnel policy
- Serve as one of the system administrator for payroll and timekeeping software.
- Lead system updates, testing and troubleshooting to optimize functionality.
- Serves as the main point of contact for questions and concerns on timesheet coding.
- Updates payroll and holiday calendar.
- Manages and maintains accurate tracking of employee leave accruals, including vacation, sick and compensatory time. Generates and distributes regular reporting related to compensated balances for management and auditing purposes.

Administrative, Reporting, and Accounting

- Maintains employee benefit and payroll information in accordance with confidentiality requirements.
- Provides information wage analysis and cost analysis for budgeting purposes
- Creates cost analyses for Board meetings.

- Creates MCIT workers comp estimate and actual annual report.
 - Creates, reviews and audit941 reports for MN Department of Revenue and the IRS.
 - Creates and uploads New Hire report for the Minnesota New Hire Reporting Center.
 - Prepares and send employees Wage Change Notices.
 - Coordinates with state auditors by compiling, verifying, and providing accurate financial and payroll data to ensure compliance with state auditing requirements and regulations.
 - Serves as primary point of contact for Public Employees Retirement Association (PERA), ensuring accurate reporting, timely submission of data, and resolution of employee and agency inquiries.
- Attends trainings and meetings.
 - Work with HR to ensure alignment between payroll, benefits, and employee records.
 - Created detailed reports for audits and budgeting purposes.
 - Identify and implement process improvements to enhance payroll accuracy and efficiency.
 - Provide training on timesheet coding and system use.
 - Performs other duties as assigned or apparent.

Qualifications

Education: Associate degree in a relevant field and three years relevant work experience or equivalent combination of education/ training/ experience.

Requirements:

- Comprehensive knowledge of modern office procedures, equipment and software.
- Comprehensive knowledge of basic accounting and bookkeeping.
- Skill in performing accurate and efficient data entry.
- The ability to communicate effectively, orally and in writing, and have positive public relations skills.
- Ability to work under limited supervision with general autonomy in determining how objectives are achieved.
- Ability to apply a variety of procedures and policies using moderate analytical ability to adapt standard methods to meet facts and conditions.
- Ability to manage multiple tasks and meet strict deadlines in high-pressure environments, ensuring accuracy, attention to detail, and compliance with payroll regulations.
- Advanced proficiency with payroll software and tools, as well as Microsoft Excel, including pivot tables, v-lookups, and data analysis functions.
- Advanced analytical skills to run reports.

Physical Demands and Working Conditions

- Work is performed in an office setting.
- Headaches, eyestrain, and other related occupational hazards reflect the most common potential for injury.
- Work is light duty and sedentary with the ability to lift, carry or push up to 10 pounds.
- This position may be occasionally exposed to mental effort and stress.
- This position frequently performs work under high attention to detail and deadlines.

Equipment Utilized

- Office equipment and computer hardware and software.

Competencies Common to all County Positions

- Develop, maintain a thorough working knowledge of, and comply with all departmental and applicable County policies and procedures.
- Demonstration by personal example the spirit of service, excellence, and integrity expected from all staff.

- Develop respectful and cooperative working relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible.
- Confer regularly with and keep immediate supervisor informed of all important matters which pertain to the applicable job functions and responsibilities.
- Represent Becker County in a professional manner to the public, outside contacts and constituencies.



Classification: Account Clerk I, Grade 4
Department: Auditor-Treasurer
Reports to: Chief Deputy Auditor-Treasurer
FLSA Classification: Non-Exempt
Union Status: Teamsters-Courthouse
Board Approved:

Position Summary

The Account Clerk I is responsible for customer service and assisting with property tax collection, accounts receivable processing and the election and absentee voting process for the Becker County Auditor-Treasurer's Office within established policies and procedures. There are two people in this position.

Essential Duties and Responsibilities

Customer Service/Cashier

- Responds to public inquiries at the counter, on the phone or email by providing preliminary information and direction or referring to appropriate person.
- Greets visitors at the counter and collects and receipts taxes and fees.
- Counts and balances cash, prepares reports and prepares bank deposits.
- Collects transit bus money and processes tokens.
- Serves as a customer service role model for the County and the department. Adheres to customer service principles during interactions.
- Provides customers with directions and guidance, is courteous and patient and resolves customer concerns and problems as able.

Administrative and Clerical

- Prepares and sends correspondence to collect balances due on real estate and mobile homes.
 - Ensures warrant registers and audit reports are filed and recorded property for record retention and monthly balancing.
 - Records warrant data and mails checks with supporting information.
 - Processes purchase orders in Caseworks; including other departments that do not have Caseworks.
 - Verifying all purchase orders by checking account numbers, invoice numbers, service dates, and signatures are correct, and all paperwork is attached.
 - Balancing CC Statements include following up with employees who have not submitted statements and receipts.
 - Assists with election functions gathers ballots from customers and responds to questions and enters information into database.
 - Proofreads various documents for mailings.
 - Assists with office clerical and support work as assigned.
 - Notarize documents and maintain required log for office and customers.
- Attends trainings and meetings.
 - Performs other duties as assigned or apparent.

Qualifications

Education: High School diploma or equivalent and one-year relevant work experience or equivalent combination of education/ training/ experience.

Requirements:

- Knowledge of modern office procedures, equipment and software.
- Knowledge of basic accounting and bookkeeping.
- Microsoft Office efficient
- Skill in performing accurate and efficient data entry.
- Ability to maintain confidentiality and adhere to data practices requirements.
- The ability to communicate effectively, orally and in writing, and have positive public relations skills.
- Ability to perform repetitive tasks accurately under defined procedures.

Physical Demands and Working Conditions

- Work is performed in an office setting.
- Headaches, eyestrain, and other related occupational hazards reflect the most common potential for injury.
- Work is light duty and sedentary with the ability to lift, carry or push up to 20 pounds.
- This position may be occasionally exposed to mental effort and stress.
- This position frequently performs work under high attention to detail and deadlines.

Equipment Utilized

- Office equipment and computer hardware and software.

Competencies Common to all County Positions

- Develop, maintain a thorough working knowledge of, and comply with all departmental and applicable County policies and procedures.
- Demonstration by personal example the spirit of service, excellence, and integrity expected from all staff.
- Develop respectful and cooperative working relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible.
- Confer regularly with and keep immediate supervisor informed of all important matters which pertain to the applicable job functions and responsibilities.
- Represent Becker County in a professional manner to the public, outside contacts and constituencies.



Classification: Account Clerk II - Account Collections HS, Grade 5
Department: Auditor-Treasurer
Reports to: Financial Manager
FLSA Classification: Non-Exempt
Union Status: Teamsters-Human Services
Board Approved:

Position Summary

The Account Clerk II – Account Collections HS performs accounting, bookkeeping, administrative and customer service work for all non-child support debt and fee collection processes for the Human Services Department.

Essential Duties and Responsibilities

Accounting, Bookkeeping and Reporting

- Performs Medical Assistance Estate Recovery
 - Recovers funds, assets and real property from decedent's estates for reimbursement of Medical Assistance.
 - Completes court forms, affidavits and other documents related to recovery.
 - Communicates and coordinates with IM Unit, clients, decedent's families, attorneys, DHS, LTC facilities, financial institutions, funeral homes, title companies, etc. when pursuing recovery.
 - Reports recoveries to DHS using State database.
- Processes Public Assistance Overpayments
 - Enters overpayment claim information in State database.
 - Monitors claims for payment, recoupment, case status, delinquency, etc.
 - Prepares and submits claims for State Revenue Recapture and judgments.
 - Prepares and mails certified notice and demand letters for payments.
 - Works with clients to set up repayment agreements.
 - Reviews claim reports and reconciles payments and balances.
- Processes Medical Assistance overpayments, CD, Detox and Misc. Fees
 - Sets up new accounts and performs file maintenance.
 - Prepares and maintains claims in Revenue Recapture System.
 - Communicates with clients to set up repayment agreements.
 - Prints and mails monthly statements.
- Processes Placement Fees and Social Security Redirection
 - Processes foster care and placement fee referrals from Foster Care Specialist
 - Collects families' financial information to assess fees.
 - Monitors children's care costs and placement status.
 - Completes Representative Payee Applications with Social Security Administration.
 - Prepares Social Security Representative Payee Reports.
 - Maintains accounts for children and parents/guardians in Quickbooks.
- Ensures compliance to County, State and Federal policies, procedures and laws relevant to collection activities.

Administrative and Clerical

- Issues EBT cards to clients and responds to questions or problems.
- Receives in-office client payments.
- Updates vendors and client information in MAXIS database.
- Bills DHS for cost effective client reimbursement

Customer Service

- Responds to public, clients, and others in person, by phone or mail to answer questions, provide information or redirect to appropriate person in a courteous and professional manner.
- Attends educational opportunities and meetings.
- Performs other duties as assigned or apparent.

Qualifications

Education: Associate degree in a relevant field and two years relevant work experience or equivalent combination of education/ training/ experience.

Requirements:

- Knowledge of modern office procedures, equipment and software.
- Knowledge of basic accounting and bookkeeping.
- The ability to communicate effectively, orally and in writing, and have strong positive public relations skills.
- Ability to maintain confidentiality and adhere to data practices requirements.
- Ability to use independent judgment to prioritize tasks.
- Ability to work under limited supervision with general autonomy in determining how objectives are achieved.
- Ability to apply a variety of procedures and policies using moderate analytical ability in adapting standard methods to fit facts and conditions using generally prescribed procedures.
- Ability to maintain contact with other departments, outside agencies and the public on specialized matters required detailed or technical responses and explanations.

Physical Demands and Working Conditions

- Work is performed in an office setting.
- Headaches, eyestrain, and other related occupational hazards reflect the most common potential for injury.
- Work is light duty and sedentary with the ability to lift, carry or push up to 10 pounds.
- This position may be occasionally exposed to mental effort and stress.
- This position frequently performs work under high attention to detail and deadlines.
- Exposure to angry, upset or rude persons may occur.

Equipment Utilized

- Office equipment and computer hardware and software.

Competencies Common to all County Positions

- Develop, maintain a thorough working knowledge of, and comply with all departmental and applicable County policies and procedures.
- Demonstration by personal example the spirit of service, excellence, and integrity expected from all staff.
- Develop respectful and cooperative working relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible.
- Confer regularly with and keep immediate supervisor informed of all important matters which pertain to the applicable job functions and responsibilities.
- Represent Becker County in a professional manner to the public, outside contacts and constituencies.



Classification: Account Clerk II - Account Technician, Grade 5
Department: Auditor-Treasurer
Reports to: Financial Manager
FLSA Classification: Non-Exempt
Union Status: Teamsters-Human Services
Board Approved:

Position Summary

The Account Clerk II – Account Technician performs accounting, bookkeeping, administrative and customer service work collecting reimbursements from the State and private insurance companies due Becker County.

Essential Duties and Responsibilities

Accounting, Clerical and Reporting

- Prepares spreadsheets for reimbursements for Volunteer Drivers Program from paid vouchers. Reimbursements include for mileage, lodging, meals, parking, Blue Ride and UCare.
- Processes and records drug bills and enters into spreadsheet. Enters a service arrangement in SSIS database to pay.
- Processes and records gas vouchers and enters into spreadsheet. Calculates and enters a service arrangement in SSIS to pay.
- Reimburses Medicare Part B per client.
- Prepares checks to pay BCCI Abstract and receipts checks for deposit.
- Issues EBT cards to eligible clients and instructs them on use. Resets pins as necessary.
- Generates Rule 5 on SSIS database and corrects errors before submitting.
- Prepares and submits reports.
- Ensures compliance to County, State and Federal policies, procedures and laws relevant to collection activities.

Customer Service

- Responds to public, clients, and others in person, by phone or mail to answer questions, provide information or redirect to appropriate person in a courteous and professional manner.
- Attends educational opportunities and meetings.
- Performs other duties as assigned or apparent.

Qualifications

Education: Associate degree in a relevant field and one-year relevant work experience or equivalent combination of education/ training/ experience.

Requirements:

- Knowledge of modern office procedures, equipment and software.
- Knowledge of basic accounting and bookkeeping.
- The ability to communicate effectively, orally and in writing, and have strong positive public relations skills.
- Ability to maintain confidentiality and adhere to data practices requirements.
- Ability to use independent judgment to prioritize tasks.

Physical Demands and Working Conditions

- Work is performed in an office setting.
- Headaches, eyestrain, and other related occupational hazards reflect the most common potential for injury.
- Work is light duty and sedentary with the ability to lift, carry or push up to 10 pounds.
- This position may be occasionally exposed to mental effort and stress.
- This position frequently performs work under high attention to detail and deadlines.

Equipment Utilized

- Office equipment and computer hardware and software.

Competencies Common to all County Positions

- Develop, maintain a thorough working knowledge of, and comply with all departmental and applicable County policies and procedures.
- Demonstration by personal example the spirit of service, excellence, and integrity expected from all staff.
- Develop respectful and cooperative working relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible.
- Confer regularly with and keep immediate supervisor informed of all important matters which pertain to the applicable job functions and responsibilities.
- Represent Becker County in a professional manner to the public, outside contacts and constituencies.



Classification: Account Clerk II - Accounts Payable A-T, Grade 5
Department: Auditor-Treasurer
Reports to: Chief Deputy Auditor-Treasurer
FLSA Classification: Non-Exempt
Union Status: Teamsters-Courthouse
Board Approved:

Position Summary

The Account Clerk II – Accounts Payable A-T is responsible for data entry, bookkeeping and clerical work for the Becker County Auditor-Treasurer's Office within established policies and procedures.

Essential Duties and Responsibilities
Data Entry and Bookkeeping <ul style="list-style-type: none">• Performs data entry into electronic filing system for accounts payable and fixed assets.• Prepares purchase orders for data entry.
Administrative and Clerical <ul style="list-style-type: none">• Prepares fixed assets report.• Prepares and submits sales use tax report to the State.• Prepares and submits Aggregate Tax Information Report to the State.• Prepares warrants for publication.• Assists with election functions.
<ul style="list-style-type: none">• Attends educational opportunities and meetings.• Performs other duties as assigned or apparent.

Qualifications

Education: High School diploma or equivalent, one-year specialized relevant training, and one-year relevant work experience or equivalent combination of education/ training/ experience.

Requirements:

- Knowledge of modern office procedures, equipment and software.
- Knowledge of basic accounting and bookkeeping.
- Skill in performing accurate and efficient data entry.
- The ability to communicate effectively, orally and in writing, and have positive public relations skills.
- Ability to perform repetitive tasks accurately under defined procedures.

Physical Demands and Working Conditions

- Work is performed in an office setting.
- Headaches, eyestrain, and other related occupational hazards reflect the most common potential for injury.
- Work is light duty and sedentary with the ability to lift, carry or push up to 20 pounds.
- This position may be occasionally exposed to mental effort and stress.
- This position frequently performs work under high attention to detail and deadlines.

Equipment Utilized

- Office equipment and computer hardware and software.

Competencies Common to all County Positions

- Develop, maintain a thorough working knowledge of, and comply with all departmental and applicable County policies and procedures.
- Demonstration by personal example the spirit of service, excellence, and integrity expected from all staff.
- Develop respectful and cooperative working relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible.
- Confer regularly with and keep immediate supervisor informed of all important matters which pertain to the applicable job functions and responsibilities.
- Represent Becker County in a professional manner to the public, outside contacts and constituencies.



Classification: Account Clerk II - Accounts Payable – PH, Grade 5
Department: Human Services
Reports to: Financial Manager
FLSA Classification: Non-Exempt
Union Status: Teamsters – Public Health
Board Approved:

Position Summary

The Account Clerk II – Accounts Payable – PH reviews and maintains staff dailies to ensure that grant expenditures are accurate. This position provides accounts payables and receivables and manages that spending with an approved budget.

Essential Duties and Responsibilities

Accounting, Clerical and Reporting

- Maintains Dailies in Public Health service agreements. Attaches copies in Nightingale.
- Troubleshoots questions and assists staff as needed.
- Reviews and generates Public Health services to MA/ PMAPs, private insurances and if denied, rebill.
- Calculates bi-weekly payment remittances into Nightingale Notes and Public Health documents.
- Review and reports grant accounts, creates deposits and service remittances.
- Generates audit reports and manages P4H grant accounts.
- Calculates weekly high risk birth records exported from MDH, verifies if they have been sent and enters into necessary reporting.
- Calculates monthly child and teen checkup and WIC grant expenditures.
- Calculates quarterly reports and grant expenditures.
- Calculates and prepares the annual Public Health budget with Public Health Supervisor.
- Calculates as needed purchase orders, orders supplies and training costs.
- Manage hospital, clinic and public health staff on receipts and grant funding.
- Maintain backup for Public Health Case Aide. Enters new home visiting referrals and assigns nurses and updates files in Nightingale.

Customer Service

- Responds to the public, clients, and others in person, by phone or mail to answer questions, provide information or redirect to appropriate person in a courteous and professional manner.
- Attends educational opportunities and meetings.
- Attends system trainings and meetings.
- Performs other duties as assigned or apparent.

Qualifications

Education: Some advanced training in a relevant field and one-year relevant work experience or equivalent combination of education/ training/ experience.

Requirements:

- Knowledge of modern office procedures, equipment, and software.
- Knowledge of basic accounting and bookkeeping.
- The ability to communicate effectively, orally and in writing, and have strong positive public relations skills.
- Ability to maintain confidentiality and adhere to data practices requirements.
- Excellent customer service and communication skills.

- Ability to use independent judgment to prioritize tasks.

Physical Demands and Working Conditions

- Work is performed in an office setting.
- Headaches, eyestrain, and other related occupational hazards reflect the most common potential for injury.
- Work is light duty and sedentary with the ability to lift, carry or push up to 10 pounds.
- This position may be occasionally exposed to mental effort and stress.
- This position frequently performs work under high attention to detail and deadlines.

Equipment Utilized

- Office equipment and computer hardware and software.

Competencies Common to all County Positions

- Develop, maintain a thorough working knowledge of, and comply with all departmental and applicable County policies and procedures.
- Demonstration by personal example the spirit of service, excellence, and integrity expected from all staff.
- Develop respectful and cooperative working relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible.
- Confer regularly with and keep immediate supervisor informed of all important matters which pertain to the applicable job functions and responsibilities.
- Represent Becker County in a professional manner to the public, outside contacts and constituencies.



Classification: Account Clerk II - Accounts Payable SS, Grade 5
Department: Auditor-Treasurer
Reports to: Financial Manager
FLSA Classification: Non-Exempt
Union Status: Teamsters-Human Services
Board Approved:

Position Summary

The Account Clerk II – Accounts Payable SS performs accounting, bookkeeping, administrative and customer service work processing accounts payable for the Social Services Department. Oversee the coding, verification, and posting of disbursements in accordance with department policies and procedures. Creates and maintains a variety of reports and data.

Essential Duties and Responsibilities

Accounting, Clerical and Reporting

- Prepares claims for payment, reviews for accuracy and completeness enters into Social Service Information System (SSIS), and processes claims.
- Reviews and audits proof list.
- Prepares Board approval report.
- Prepares warrant registers, generates ACH file and remittances for payment of approved claims.
- Responds to inquiries and complaints from vendors.
- Prepares, maintains, updates, edits and submits Title IV-E Foster Care Report.
- Sets up vendors in Integrated Financial System for client related claims. Processes W-9 forms for vendors.
- Maintains, verifies and enters Public Health Service Agreements and Public Health staff dailies.
- Calculates high risk birth records exported from the Minnesota Department of Health and submits.
- Calculates Public Health grant expenditures and prepares expenditure forms and reports.
- Assists with development of Public Health budget.
- Creates purchase orders for Public Health supplies and training.
- Issues EBT cards to clients and instructs them on use.
- Maintains written procedure manuals for the position.
- Provides support and back-up to department staff through cross-training.
- Assists Accountant with reports used in preparation of Financial Statements.
- Prepares and submits reports.
- Ensures compliance to relevant County, State and Federal policies, procedures and laws.

Customer Service

- Responds to public, clients, and others in person, by phone or mail to answer questions, provide information or redirect to appropriate person in a courteous and professional manner.
- Attends educational opportunities and meetings.
- Functions as fiscal mentor for SSIS database, attends system trainings and meetings.
- Performs other duties as assigned or apparent.

Qualifications

Education: Associate degree in a relevant field and one-year relevant work experience or equivalent combination of education/ training/ experience.

Requirements:

- Knowledge of modern office procedures, equipment and software.
- Knowledge of basic accounting and bookkeeping.
- The ability to communicate effectively, orally and in writing, and have strong positive public relations skills.
- Ability to maintain confidentiality and adhere to data practices requirements.
- Ability to use independent judgment to prioritize tasks.

Physical Demands and Working Conditions

- Work is performed in an office setting.
- Headaches, eyestrain, and other related occupational hazards reflect the most common potential for injury.
- Work is light duty and sedentary with the ability to lift, carry or push up to 10 pounds.
- This position may be occasionally exposed to mental effort and stress.
- This position frequently performs work under high attention to detail and deadlines.

Equipment Utilized

- Office equipment and computer hardware and software.

Competencies Common to all County Positions

- Develop, maintain a thorough working knowledge of, and comply with all departmental and applicable County policies and procedures.
- Demonstration by personal example the spirit of service, excellence, and integrity expected from all staff.
- Develop respectful and cooperative working relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible.
- Confer regularly with and keep immediate supervisor informed of all important matters which pertain to the applicable job functions and responsibilities.
- Represent Becker County in a professional manner to the public, outside contacts and constituencies.



Classification: Accountant-Highway, Grade 9
Department: Auditor-Treasurer
Reports to: Financial Manager
FLSA Classification: Non-Exempt
Union Status: Non-Union
Board Approved:

Position Summary

The Accountant-Highway performs accounting, bookkeeping, administrative and customer service work to analyze financial information and prepare financial reports for Highway Department finances. Works as part of the Highway management team to provide financial decision-making support and coordinates with Auditor-Treasurer's office to enhance County financial processes.

Essential Duties and Responsibilities

Accounting, Bookkeeping, Administrative and Reporting

- Directs, analyzes and maintains office operations and procedures such as accounts payable, accounts receivable, and payroll preparation.
- Develops and maintains office procedures for administrative functions such as payroll, coding, purchases, closings and other activities to promote consistency.
- Coordinates deadlines and procedural issues with A-T office.
- Manages the processing of accounts receivable, accounts payable, inventory and payroll.
- Directs the implementation and maintenance of new accounting, daily time, inventory and other procedures and controls.
- Compiles and analyzes financial information to prepare the Annual Financial Report for the County Board and the MN Department of Transportation.
- Reconciles and balances accounts.
- Analyzes financial information detailing assets, liabilities and capital and prepares balance sheet, revenue and expenditure statement and other reports.
- Collects and analyzes operations records of trends and costs, estimated and realized revenues, commitments and obligations to project future revenues and expenditures for budgeting purposes.
- Assist in developing budgets, capital outlay and reports.
- Audits contracts for accuracy, form and documentation.
- Reviews, investigates and corrects errors and inconsistencies in financial entries, documents and reports.
- Coordinates preparation of external audit materials and documents.
- Reconciles and summarizes highway cash receipts and prepares deposits and reports.
- Projects and maintains funding management including allotment funds.
- Processes contract payments and funding requests.
- Reconciles State Aid Accounts.
- Manages unallocated cost distribution: infrastructure, asset and inventory accounting, maintenance and construction costing, and year-end adjustments.
- Ensures compliance to County, State and Federal policies, procedures and laws relevant to activities.

Customer Service

- Responds to public, clients, and others in person, by phone or mail to answer questions, provide information or redirect to appropriate person in a courteous and professional manner.
- Attends educational opportunities and meetings.
- Performs other duties as assigned or apparent.

Qualifications

Education: Associate degree in a relevant field and three years relevant work experience or equivalent combination of education/ training/ experience.

Requirements:

- Knowledge of modern office procedures, equipment and software.
- Extensive knowledge of accounting, bookkeeping and best practices.
- Knowledge of relevant County, State and Federal requirements, policies and laws relevant to work.
- The ability to communicate effectively, orally and in writing, and have strong positive public relations skills.
- Ability to apply professional/managerial principles and judgment within overall goals established by senior management.
- Ability to apply considerable analytical ability to select, evaluate, and interpret data from several sources and interpret guidelines, policies and procedures.

Physical Demands and Working Conditions

- Work is performed in an office setting.
- Headaches, eyestrain, and other related occupational hazards reflect the most common potential for injury.
- Work is light duty and sedentary with the ability to lift, carry or push up to 20 pounds.
- This position may be occasionally exposed to mental effort and stress.
- This position frequently performs work under high attention to detail and deadlines.

Equipment Utilized

- Office equipment and computer hardware and software.

Competencies Common to all County Positions

- Develop, maintain a thorough working knowledge of, and comply with all departmental and applicable County policies and procedures.
- Demonstration by personal example the spirit of service, excellence, and integrity expected from all staff.
- Develop respectful and cooperative working relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible.
- Confer regularly with and keep immediate supervisor informed of all important matters which pertain to the applicable job functions and responsibilities.
- Represent Becker County in a professional manner to the public, outside contacts and constituencies.



Classification: Accountant-Human Services, Grade 9
Department: Auditor-Treasurer
Reports to: Financial Manager
FLSA Classification: Non-Exempt
Union Status: Non-Union
Board Approved:

Position Summary

The Accountant-Human Services assists in ensuring that accounting functions are complete and accurate conducting internal audits and providing financial statements, analysis and forecasting. Responsible for analyzing financial information and financial reports and assure that tax and information returns and reports are prepared in compliance with laws and regulations.

Essential Duties and Responsibilities

Accounting, Administrative and Reporting

- Monitors the processing of accounts receivable, accounts payable and payroll.
- Assists with the preparation of agency and program budgets including analyzing and preparing projection reports, interpreting funding codes, and monitoring contract and agency caps.
- Coordinates, compiles and submits State-required reports.
- Manages grants utilizing proper BRASS codes and assures full grant is expended according to timelines. Sets up new grant accounts with proper BRASS coding.
- Responds to and cooperates with implementation and maintenance of new accounting processes and procedures and other related procedures and controls.
- Develops and reviews internal audit trail procedures. Conducts internal audits including Volunteer driver and Transit payments.
- Reviews and reconciles accounts, contracts or related financial transactions and reports; ensures compliance with governmental regulations.
- Analyzes financial information detailing assets, liabilities, and capital, revenue and expenditure statements and other reports to summarize and interpret current and projected financial position for department heads and Human Services supervisors.
- Provides ongoing budget to actual status; year to date planning and assists with discrepancies.
- Assists Fiscal Supervisor to reconcile and balance accounts to allow period closings.
- Assists with the yearly audit and creates the audit summary for newspaper publications
- Assists with reconciling appropriations and tax distributions.
- Assists the Fiscal Supervisor with miscellaneous tax apportionments.
- Ensures that all Transit and Human Services expenditures are properly coming out of correct departments and line items and all payroll transactions are expensed to the appropriate chart of accounts.
- Prepares and submits a variety of reports.
- Ensures compliance to County, State and Federal policies, procedures and laws relevant to activities.

Customer Service

- Responds to public, clients, and others in person, by phone or mail to answer questions, provide information or redirect to appropriate person in a courteous and professional manner.
- Attends educational opportunities and meetings.
- Performs other duties as assigned or apparent.

Qualifications

Education: Associate degree in a relevant field and three years relevant work experience or equivalent combination of education/ training/ experience.

Requirements:

- Knowledge of modern office procedures, equipment and software.
- Extensive knowledge of accounting, bookkeeping and best practices.
- Knowledge of County, State and Federal requirements, policies and laws relevant to work.
- The ability to communicate effectively, orally and in writing, and have strong positive public relations skills.
- Ability to work under limited supervision with general autonomy in determining how objectives are achieved; supervisors generally set operating benchmarks, goals and objectives.
- Ability to apply a variety of procedures, policies and/or precedents using moderate analytical ability in adapting standard methods to fit facts and conditions, using generally prescribed procedures.
- Ability to use independent judgment to prioritize tasks.

Physical Demands and Working Conditions

- Work is performed in an office setting.
- Headaches, eyestrain, and other related occupational hazards reflect the most common potential for injury.
- Work is light duty and sedentary with the ability to lift, carry or push up to 10 pounds.
- This position may be occasionally exposed to mental effort and stress.
- This position frequently performs work under high attention to detail and deadlines.

Equipment Utilized

- Office equipment and computer hardware and software.

Competencies Common to all County Positions

- Develop, maintain a thorough working knowledge of, and comply with all departmental and applicable County policies and procedures.
- Demonstration by personal example the spirit of service, excellence, and integrity expected from all staff.
- Develop respectful and cooperative working relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible.
- Confer regularly with and keep immediate supervisor informed of all important matters which pertain to the applicable job functions and responsibilities.
- Represent Becker County in a professional manner to the public, outside contacts and constituencies.



Classification: Deputy Licensing Coordinator, Grade 5
Department: Auditor-Treasurer
Reports to: Chief Deputy Auditor-Treasurer
FLSA Classification: Non-Exempt
Union Status: Teamsters-Courthouse
Board Approved:

Position Summary

The Deputy Licensing Coordinator performs administrative, accounting, and customer service duties for the Auditor-Treasurer's Office. Responsibilities include Account Clerk I duties, coordinating issuance of all County licenses and receipting appropriately to correct funds of all State and Federal payments which are received through the Magic Fund, Revenue Recapture and Bremer EFT Direct Deposits. Maintains voter database.

Essential Duties and Responsibilities

License Issuance

- Coordinates and processes issuance of licenses in accordance with Minnesota Statutes and rules, County Ordinances and office policies and procedures.
- Research relevant MN statutes and consults with MN Department of Public Safety to ensure compliance.
- Coordinates with licensees for renewal or new licenses.
- Coordinates with County Sheriff and County Attorney to secure approvals.
- Prepares newspaper notices and corresponds with licensees and insurance companies. Creates and maintains and submits comprehensive license holder list annually to State of MN (Alcohol Gambling Enforcement).
- Create and submit license approval resolutions for County Board for those licenses that require Board approval such as Tobacco Licenses, Gambling Permits, etc.
- Ensures compliance with County, State and Federal policies, procedures and laws relevant to activities.

Administrative and Accounting

- Researches and receipts funds from the State of Minnesota.
- Collects tax payments, prepares receipts, balances funds received and prepares bank deposits.
- Maintains spreadsheet claims for Revenue Recapture; entering into the state system. Receiving annual training required.
- Processing and reviewing payments made through Revenue Recapture, ensuring they were applied according to state statutes. Preparing documents and part of Audit team.
- Processes tax payments with discrepancies and prepares correspondence.
- Creates, notifies and processes Confessions of Judgements.
- Determine which properties by statute are within an Expiration of Redemption and following the outlined state procedures.
- Annually prepares the first-year delinquent listing for publishing and required letters.
- Maintains a complete listing of account numbers and receipts MAGIC Funds for all departments.
- Balance Magic fund report monthly ensuring all revenue recapture and MMB were receipted.
- Balance credit card and permits received via online payment each month have been receipted.

Elections

- Assists with election duties: Provides information and responds to voter inquiries; assists voters with registration and absentee voting; gathers ballots; enters information into database.
- Completes election machine testing according to MN State Statutes, Rules and Guides.
- Maintains State-wide voter database for Becker County. Which includes adding address ranges and merging voters.

Customer Service

- Responds to public, clients, and others in person, by phone or mail to answer questions, provide information or redirect information to appropriate person in a courteous and professional manner.
 - Responds to and assists customers in-person with payments or information requests.
 - Serves as a customer service role model.
- Attends educational opportunities and meetings.
 - Performs other duties as assigned or apparent.

Qualifications

Education: High School Diploma or equivalent and some post-high school specialized education/training in a relevant field and two years' relevant work experience or equivalent combination of education/ training/ experience.

Requirements:

- Valid MN Driver's License.
- Possess or able to obtain Notary License.
- Able obtain a Property Tax Calculation Certificate and Election Administrator
- Knowledge of modern office procedures, equipment and software.
- Knowledge of basic accounting and bookkeeping.
- Microsoft Office Proficient
- The ability to communicate effectively, orally and in writing, and have strong positive public relations skills.
- Ability to maintain confidentiality and adhere to data practices requirements.
- Ability to use independent judgment to prioritize tasks.
- Ability to work under limited supervision with general autonomy in determining how objectives are achieved.
- Ability to apply a variety of procedures and policies using moderate analytical ability in adapting standard methods to fit facts and conditions using generally prescribed procedures.
- Ability to maintain contact with other departments, outside agencies and the public on specialized matters required detailed or technical responses and explanations.

Physical Demands and Working Conditions

- Work is performed in an office setting.
- Headaches, eyestrain, and other related occupational hazards reflect the most common potential for injury.
- Work is light duty and sedentary with the ability to lift, carry or push up to 30 pounds.
- This position may be occasionally exposed to mental effort and stress.
- This position frequently performs work under high attention to detail and deadlines.
- Exposure to angry, upset or rude persons may occur.

Equipment Utilized

- Office equipment and computer hardware and software.
- Know ink Poll Pad
- Election System and Software DS-200 and DS-450
- Democracy Live Omni Ballot

Competencies Common to all County Positions

- Develop, maintain a thorough working knowledge of, and comply with all departmental and applicable County policies and procedures.
- Demonstration by personal example the spirit of service, excellence, and integrity expected from all staff.
- Develop respectful and cooperative working relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible.
- Confer regularly with and keep immediate supervisor informed of all important matters which pertain to the applicable job functions and responsibilities.
- Represent Becker County in a professional manner to the public, outside contacts and constituencies.



Classification: Deputy Property Tax Specialist, Grade 6
Department: Auditor-Treasurer
Reports to: Chief Deputy Auditor-Treasurer
FLSA Classification: Non-Exempt
Union Status: Teamsters-Courthouse
Board Approved:

Position Summary

The Deputy Property Tax Specialist is responsible for assisting with maintaining the property tax system and election system. Researching ownership, legal descriptions and interested parties for parcels. Coordination of election judge training in the county by recording pertinent information for each person and ensuring training material is prepared. Reaching out and gathering information from Becker County Clerks that is required within office. Responsibilities include Account Clerk I and Deputy Licensing Coordinator duties. Data entry, bookkeeping, clerical work and customer service is performed independently within the established policies, laws and procedures by the Becker County Auditor-Treasurer’s Office.

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Essential Duties and Responsibilities
Property Tax <ul style="list-style-type: none">Maintains and updates data: processes all name and legal description changes; obtains copies of documents to processing land transfer records; utilizes Geographical Information System (GIS) to verify document specifications; researches and analyzes property titles to determine ownership and identify any potential issues, encumbrances. or disputes that could affect the transfer of a propertyExamine the chain of title, analyzes and rewrite legal descriptions for expiration of redemption and tax forfeited properties Completes affidavit of Compliance requests and research the supporting documents.Prepares for the land sale which includes corresponding with public, updating the website; drafting Auditor Certificates, State Deeds, Wetland Certificates, ECRV reporting, power point presentation, collecting payments to finalize sales.Completes tax calculations: proofs calculations, rates, aides, and credits.Assists with collection of special assessments and maintains ditch records.Assists with preparing and processing abatements, additions, and tax statements.Collection of returned checks and ACH paymentsMaintains and processes escrow payments and maintains ACH accounts.Completes annual Auditor Certificates for bonding companies and required reports for municipal audits.Collaborates with various departments to research and verify information related to property and election records.
Elections <ul style="list-style-type: none">Analyzes, evaluates and processes voter registration and voting documents.Maintains voter database.Assists with election judge training, ballot preparation, and election planning, and machine testing.Assists with absentee mail balloting including mailing and processing returned ballots and responding to in-person customer requests for ballots and information.Assists with preparing certified election abstracts.
Customer Service <ul style="list-style-type: none">Responds to public, clients, and others in person, by phone or mail to answer questions, provide information or redirect to appropriate person in a courteous and professional manner.

- Prepares and collects accounts receivable and analyzes collection problems.

- Attends educational opportunities and meetings.
- Obtains and keeps current Property Tax Calculation and Election Administrator Certification.
- Performs other duties as assigned or apparent.

Qualifications

Education: High School diploma or equivalent, one-year specialized relevant training, and three-years relevant work experience or equivalent combination of education/ training/ experience.

Requirements:

- Ability to obtain and maintain Property Tax Calculation and Election Administrator Certification.
- Valid MN Driver's License.
- Possess or ability to obtain Notary License.
- Knowledge of modern office procedures, equipment and software.
- Knowledge of basic accounting and bookkeeping.
- Microsoft Office Proficient
- Ability to identify and resolve issues that may arise.
- Strong attention to details. Skill in performing accurate and efficient data entry.
- Ability to maintain confidentiality and adhere to data practices requirements.
- The ability to communicate effectively, orally and in writing, and have positive public relations skills.
- Ability to use independent judgment to prioritize tasks.
- Ability to work under limited supervision with general autonomy in determining how objectives are achieved.
- Ability to perform standard procedures and tasks using strong analytical ability.
- Ability to maintain contact with other departments, outside agencies and the public on specialized matters required detailed or technical responses and explanations.

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Physical Demands and Working Conditions

- Work is performed in an office setting.
- Headaches, eyestrain, and other related occupational hazards reflect the most common potential for injury.
- Work is light duty and sedentary with the ability to lift, carry or push up to 30 pounds.
- This position may be occasionally exposed to mental effort and stress.
- This position frequently performs work under high attention to detail and deadlines.

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Equipment Utilized

- Office equipment and computer hardware and software.
- Knowink Poll Pad
- Election System and Software DS-200 and DS-450
- Democracy Live Omni Ballot

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Competencies Common to all County Positions

- Develop, maintain a thorough working knowledge of, and comply with all departmental and applicable County policies and procedures.
- Demonstration by personal example the spirit of service, excellence, and integrity expected from all staff.
- Develop respectful and cooperative working relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible.

- Confer regularly with and keep the immediate supervisor informed of all important matters which pertain to the applicable job functions and responsibilities.
- Represent Becker County in a professional manner to the public, outside contacts and constituencies.
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Classification: Extension Office Manager, Grade 5

Department: Extension

Reports to: County Auditor-Treasurer

FLSA Classification: Non-Exempt

Union Status: Teamsters Courthouse

Board Approved:

Position Summary

The Extension Office Manager is responsible to coordinate and manage operations and staff of the Becker County Extension Office ensuring efficient and effective office functioning.

Essential Duties and Responsibilities

- Provides administrative support to 4-H Extension Educators.
 - Enters, manages and updates department databases and website.
 - Designs and prepares reports, mailing lists, educational materials, etc.
 - Answers and directs program inquiries.
 - Manages and facilitates 4-H Achievement Program.
- Manages and monitors department budget.
 - Prepares, authorizes and submits expenses for payment.
 - Collects fees and remits monies to appropriate sources.
 - Monitors, purchases and maintains office supplies and inventory.
 - Maintains log of items out on loan and secures their return.
- Manages office functions and tasks.
 - Functions as point of contact for all consumer inquiries.
 - Provides information on department's services and programs to the public.
 - Maintains, updates and ensures accuracy and integrity of all department records, files and databases ensuring confidentiality compliance.
 - Creates new ways to improve Extension's visibility and availability to the public.
 - Prepares news releases to area media.
 - Tests pressure canner gauges.
 - Acquires and distributes water testing kits, forage testing and soil sampling supplies.
 - Coordinates with state Extension staff in acquiring and distributing Private Pesticide Applicator Testing program materials.
- Functions as County Master Gardener Program Coordinator.
 - Liaison between U or MN Extension State Master Gardener Program staff and County Master Gardeners.
 - Develops and maintains Master Gardener area of expertise list.
 - Track Master Gardener hours and confirm award honors with state office.
 - Attend Master Gardener meetings.
 - Plan clinics and assist in designing and acquiring educational displays and materials.
 - Recruit for Master Gardener program including coordinating and managing the application process.
 - Receive and respond to information updates and attend webinars.
 - Compile and submit reports including projects, program outcomes and financial information for the State Master Gardener Office.
- Liaison between the County Extension Committee and the Extension Regional Director.
 - Prepare and distribute Extension Committee meeting materials and attend meetings.
 - Compile and submit reports to Regional Director regarding accomplishments and activities.

<ul style="list-style-type: none"> • Coordinate the County's participation in Extension Events. • Manages and coordinates all activities, reporting and arrangements relating to the annual County Fair.
Personnel Management <ul style="list-style-type: none"> • Assists with recruitment and selection of personnel and makes hire recommendations. • Creates and maintains work schedules. • Makes decisions regarding work assignments and performance management. • Recommends discipline and termination of subordinates. • Advises and coaches employees regarding job performance issues and job tasks. • Serves as a positive role model of successful performance and ethical conduct. • Ensures compliance with all County and OSHA safety rules and policies.
<ul style="list-style-type: none"> • Attends training and meetings. • Performs other duties as assigned or apparent.

Qualifications

Education: High School Diploma or equivalent and one year post-secondary training in administrative office management and one year's relevant work experience; or equivalent combination of education/training/experience.

Requirements:

- Working knowledge of modern office procedures and equipment.
- Working knowledge of governmental accounting requirements.
- Knowledge and skill with Microsoft Office Suite.
- The ability to develop and implement Department goals and objectives; plan, coordinate, direct and evaluate the work of others; develop and implement Department policies and procedures; and to supervise personnel in a manner conducive to efficient performance and high morale.
- The ability to communicate effectively, orally and in writing, and have strong positive public relations skills.

Physical Demands and Working Conditions

- Work is performed in an office setting and at Extension meetings and events. Headaches, eyestrain, and other related occupational hazards reflect the most common potential for injury. Work is light duty and sedentary with ability to lift, carry or push up to 25 pounds. Normal hearing and correctable vision required.

Equipment Utilized

- Office equipment, computers, various databases and software.

Competencies Common to all County Positions

- Develop, maintain a thorough working knowledge of, and comply with all departmental and applicable County policies and procedures.
- Demonstration by personal example the spirit of service, excellence, and integrity expected from all staff.
- Develop respectful and cooperative working relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible.
- Confer regularly with and keep immediate supervisor informed of all important matters which pertain to the applicable job functions and responsibilities.
- Represent Becker County in a professional manner to the public, outside contacts and constituencies.



Classification: Financial Manager, Grade 11
Department: Auditor-Treasurer
Reports to: Auditor-Treasurer
FLSA Classification: Exempt
Union Status: Non-Union
Board Approved:

Position Summary

The Financial Manager position will maintain the County's financial, accounting, budgeting, IFS accounting system, capital assets and ensures county-wide financial integrity. This position will prepare reports and necessary documentation for the preparation of financial statements that are created by an outside audit firm. Responsible for the annual audit and managing and supervising accounting staff. Coordinating accounting activity reporting for all funds and functions with other County departments.

Essential Duties and Responsibilities

Financial Management

- Monitor budget with contract caps/ agency contracts, as well as preparing journal entries and monitors and prepares all expenditure and revenue reports.
- Assists with the development of countywide annual budget providing analysis and forecasting.
- Manages bill and requisitions transactions and reconciliations.
- Maintains County general ledger and perform accounting duties as appropriate.
- Manages countywide processing and recording of receivables.
- Manages preparation of all financial matters. (expenditure/ revenue reports)
- Manages accounts payables.
- Coordinates, compiles and submits quarterly State required reports with the assistance of the staff Accountants.
- Coordinates, compiles and submits annual State required reports with the assistance of the staff Accountants.
- Manages grants and assures full grant is expended according to timelines as directed management by Department Head.
- Develops procedures when State/ County technology policies and programs change.
- Analyzes and corrects accounting and collection problems as well as deficiencies in existing processes and then develops and implements procedure to maintain system.
- Develops and reviews internal audit trail procedures.
- Conducts internal audits.
- Coordinates preparation for annual external audit.
- Provides ongoing budget to actual status, year-to-date planning, analysis and forecasts to appropriate Directors.
- Attends and participates in all related trainings and meetings.

Supervision

- Organizes and prioritizes workload requirements.
- Recruits, interviews and hires staff.
- Provides effective supervision, training, and guidance for assigned personnel; is approachable; anticipates changes and manages challenges.
- Assists and educates staff in federal, state, county and departmental responsibilities, statutes, rules, regulations, policies and procedures.
- Promotes teamwork and cooperation.
- Serves as a positive role model of successful performance and ethical conduct.

- Monitors and documents the work performance of assigned personnel on a timely and continual basis, conducts effective coaching and mentoring, reviews performance, and takes corrective action whenever necessary.
- Delegates responsibility and authority.
- Responsible for scheduling work assignments, tracking, and approving hours of work.
- Works with Human Resources on hiring, promoting and/or transferring of employees and discipline and/or suspension or termination.
- Attends educational opportunities and participates in professional organizations.
- Performs other duties as assigned or apparent.

Qualifications

Education: Bachelor's degree in accounting or related field with two years of prior related work experience. Two years of experience in financial/ accounting software. Preferred Education/ Experience: Master's degree in accounting or CPA or CPFO, Supervisory experience or experience in government accounting.

Requirements:

- Valid MN driver's license required.
- Knowledge of modern office procedures, equipment and software.
- Extensive knowledge of accounting, bookkeeping and best practices.
- Knowledge of County, State and Federal requirements, policies and laws relevant to work.
- Knowledge of the best practices, methods, and techniques for effective governmental administration.
- The ability to develop and implement goals and objectives; plan, coordinate, direct and evaluate the work of others; develop and implement policies and procedures; and to supervise personnel in a manner conducive to efficient performance and high morale.
- The ability to communicate effectively, orally and in writing, and have strong positive public relations skills.
- Ability to apply professional/managerial principles and judgement within overall goals and direction established by management.
- Analytical ability to select, evaluate and interpret data from several sources including policies, guidelines and procedures.
- Ability to maintain frequent contact with other departments, outside agencies and the public on specialized matters requiring detailed or technical responses and explanations.

Physical Demands and Working Conditions

- Work is performed in an office setting.
- Headaches, eyestrain, and other related occupational hazards reflect the most common potential for injury.
- Work is light duty and sedentary with the ability to lift, carry or push up to 20 pounds.
- This position may be occasionally exposed to mental effort and stress.
- This position frequently performs work under high attention to detail and deadlines.

Equipment Utilized

- Office equipment and computer hardware and software.

Competencies Common to all County Positions

- Develop, maintain a thorough working knowledge of, and comply with all departmental and applicable County policies and procedures.
- Demonstration by personal example the spirit of service, excellence, and integrity expected from all staff.
- Develop respectful and cooperative working relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible.
- Confer regularly with and keep immediate supervisor informed of all important matters which pertain to the applicable job functions and responsibilities.
- Represent Becker County in a professional manner to the public, outside contacts and constituencies.



Classification: License Supervisor, Grade 8
Department: Auditor-Treasurer
Reports to: County Auditor-Treasurer
FLSA Classification: Non-Exempt
Union Status: Non-Union
Board Approved:

Position Summary

The License Supervisor is responsible for overseeing the daily operations of the Department of Motor Vehicles and ensuring employees are performing efficiently and effectively. Manages budgets, develops policies and procedures, and ensures compliance with State regulations. Provides high quality customer service for all DNR, Motor Vehicle and Driver's License transactions.

Essential Duties and Responsibilities

Accounting and Administrative

- Develops and updates office policies and procedures.
- Responsible for all cash handling and accounting activities of the Motor Vehicle Office.
 - Records entries in ledgers.
 - Balances and reconciles bank statements.
 - Prepares and makes bank deposits.
 - Collects and handles NSF checks, taking legal action for collection if necessary.
- Assists in preparation of and manages approved office budget.
- Prepares and submits MDRIVE reports.
- Manages inventory and accountability of motor vehicle stickers and plates and DNR decals.
- Oversees and manages staff training and office audits.
- Maintains current knowledge of and responds to inquiries regarding licensing procedures, state regulations and data entry and maintenance.
- Resolves Dealer questions, errors and transactions.
- Verifies ownership, lost documents and vehicle registrations by communicating with State agency.
- Processes licenses for cars, truck, truck-tractor, motorcycles, trailers, and motor homes in accordance with policies, procedures, statutes and regulations.
- Processes applications for Titles, Surviving Spouse, Reconstruction, special plates, repossession and IRS forms.
- Determines proper plates and gross weight stickers for Prorated Commercial Vehicles and issues cab cards.
- Oversees and coordinates new and renewed Driver's Licenses: determines proper class and header; oversees Real and EDL licenses ensuring compliance with State requirements.
- Oversees preparation and submittal of a variety of reports and data.

Staff management

- Assists with recruitment and selection of staff, makes hiring recommendations.
- Organizes and prioritizes workload requirements.
- Prepares work schedules and approves time off.
- Provides effective supervision, training, and guidance for assigned personnel; is approachable; anticipates changes and manages challenges.
- Promotes teamwork and cooperation.
- Serves as a positive role model of successful performance and ethical conduct.
- Monitors and documents the work performance of assigned personnel, conducts effective coaching and mentoring, reviews performance, and takes corrective action as necessary.

<ul style="list-style-type: none"> • Implements discipline and termination procedures. • Assists and educates staff in federal, state, county and departmental responsibilities, statutes, rules, regulations, policies and procedures.
Customer Service <ul style="list-style-type: none"> • Responds to inquiries in person, by phone or by mail regarding office operations. • Serves as a customer service role model.
<ul style="list-style-type: none"> • Attends educational opportunities, meetings and participates in professional organizations. • Performs other duties as assigned or apparent.

Qualifications

Education: High School Diploma or equivalent, some relevant post-high school training/education and three years relevant work experience or equivalent combination of education/ training/ experience.

Requirements:

- Ability to obtain title certification within one year of hire.
- Knowledge of modern office practices, equipment and software.
- Extensive knowledge of accounting, bookkeeping and best practices.
- Knowledge of County, State and Federal requirements, policies and laws relevant to work.
- The ability to communicate effectively, orally and in writing, and have strong positive public relations skills.
- Ability to apply professional/managerial principles and judgement within overall goals and direction established by management.
- Analytical ability to select, evaluate and interpret data from several sources including policies, guidelines and procedures.
- Ability to maintain frequent contact with other departments, outside agencies and the public on specialized matters requiring detailed or technical responses and explanations.

Physical Demands and Working Conditions

- Work is performed in an office setting.
- Headaches, eyestrain, and other related occupational hazards reflect the most common potential for injury.
- Work is light duty and sedentary with the ability to lift, carry or push up to 10 pounds.
- This position may be occasionally exposed to mental effort and stress.
- This position frequently performs work under high attention to detail and deadlines.

Equipment Utilized

- Office equipment and computer hardware and software.

Competencies Common to all County Positions

- Develop, maintain a thorough working knowledge of, and comply with all departmental and applicable County policies and procedures.
- Demonstration by personal example the spirit of service, excellence, and integrity expected from all staff.
- Develop respectful and cooperative working relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible.
- Confer regularly with and keep immediate supervisor informed of all important matters which pertain to the applicable job functions and responsibilities.
- Represent Becker County in a professional manner to the public, outside contacts and constituencies.



Classification: Licensing Clerk, Grade 4
Department: Auditor-Treasurer
Reports to: Licensing Supervisor
FLSA Classification: Non-Exempt
Union Status: Teamsters-Courthouse
Board Approved:

Position Summary

The Licensing Clerk is responsible for customer service issuing and renewing licenses, transferring titles, and issuing permits for all types of motor vehicles in compliance with established office policies and procedures and state laws, rules and regulations.

Essential Duties and Responsibilities

- Provides customer service in-person and on the phone.
 - Provides preliminary information and direction or refers to appropriate person or agency.
 - Provides customers with directions and guidance, is courteous and patient and resolves customer concerns and problems as able.
 - Issues car, truck, trailer, RV, mobile home, boat, motorcycle and other vehicle licenses. Verifies origin and proof of ownership.
 - Calculates and collects fees and taxes.
 - Transfers ownership on certificates of titles for all vehicles: completes required forms and examines legal documents.
 - Renews driver's licenses, CDL, REAL, EDL and other vehicle licenses ensuring all proper documents are submitted.
 - Determines appropriate license category and allocation of fees and taxes collected; enters data to point of sale system.
 - Totals and records transactions on logging sheets for state reports.
 - Issues temporary weight permits, trip permits, out-of-state permits, and Minnesota resident permits according to eligibility requirements.
 - Verifies ownership, lost documents and vehicles registration by contacting state agency.
 - Corresponds with license applicants and other agencies.
 - Provides voter registration services to the public.
 - Notarize documents, validate certified documents for authenticity and compliance with state regulations.
-
- Attends trainings and meetings.
 - Performs other duties as assigned or apparent.
 - Ensure confidentiality and security of sensitive information.

Qualifications

Education: High School diploma or equivalent and one year computer experience or equivalent combination of education/ training/ experience. Previous cashiering or clerical experience is preferred.

Requirements:

- Knowledge of modern office procedures, equipment and software.
- Knowledge of basic accounting and bookkeeping.
- Skill in performing accurate and efficient data entry.

- Microsoft Office efficient
- Ability to maintain confidentiality and adhere to strict data practices requirements.
- The ability to communicate effectively, orally and in writing, and have positive public relations skills.
- Ability to perform repetitive tasks accurately under defined procedures.

Physical Demands and Working Conditions

- Work is performed in an office setting.
- Headaches, eyestrain, and other related occupational hazards reflect the most common potential for injury.
- Work is light duty and sedentary with the ability to lift, carry or push up to 20 pounds.
- This position may be occasionally exposed to mental effort and stress.
- This position frequently performs work under high attention to detail and deadlines.

Equipment Utilized

- Office equipment and computer hardware and software.

Competencies Common to all County Positions

- Develop, maintain a thorough working knowledge of, and comply with all departmental and applicable County policies and procedures.
- Demonstration by personal example the spirit of service, excellence, and integrity expected from all staff.
- Develop respectful and cooperative working relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible.
- Confer regularly with and keep immediate supervisor informed of all important matters which pertain to the applicable job functions and responsibilities.
- Represent Becker County in a professional manner to the public, outside contacts and constituencies.

BECKER COUNTY BOARD OF COMMISSIONERS

RESOLUTION 12-25-1E

2025 DDA Maintenance Review

WHEREAS, Becker County agreed to enter an ongoing maintenance contract with DDA after the 2023 class and comp study; and

WHEREAS, Dr. Tessia Melvin, DDA Management Consultant reviewed 1/2 of the Becker County job descriptions in 2025 including all job descriptions in the following departments: Administration, Assessor, Auditor-Treasurer, Environmental Services, Highway, Human Resources, IT, Maintenance, and Veteran Services; and

WHEREAS, Dr. Tessia Melvin, DDA Management Consultant recommended the following reclassifications effective January 1, 2026.

Job Description	Current Grade	Proposed Grade
Appraiser	8	Created Career Ladder
Assistant Engineer/ Construction Manager	11	Should be Exempt; If Exempt, move to grade 12
Highway Maintenance Superintendent	11	Should be Exempt; If Exempt, move to grade 12
Building Maintenance Supervisor	8	Move to Grade 9
Chief Deputy Auditor Treasurer	9	Created Career Ladder 10, 11
County Administrator	20	Move to Grade 21
County Engineer	18	Move to Grade 19
IT Director	13	Move to Grade 14
IT Analyst	8	Created Career Ladder
NRM Manager-Forester	7	Move to Grade 8
NRM manager- Land Commissioner	10	Move to Grade 11, re-evaluate once department changes
Research / GIS	7	Move to Grade 8
Veteran Service Officer	9	Move to Grade 10
Assistant Veteran Service Officer	5	Move to Grade 7
Payroll Accounting Specialist	6	Create Career Ladder 6,7

NOW THEREFORE BE IT RESOLVED. That the Board of Commissioners of Becker County, Minnesota, hereby approves the proposed DDA recommendations as stated above.

Duly adopted this 2nd day of December, 2025, at Detroit Lakes, MN.

COUNTY BOARD OF COMMISSIONERS
Becker County, Minnesota

ATTEST:

/s/ Carrie Smith
Carrie Smith
County Administrator

/s/ David Meyer
David Meyer
Board Chair

State of Minnesota)
) ss
County of Becker)

I, the undersigned being the duly appointed and qualified County Administrator for the County of Becker, State of Minnesota, do hereby certify that the foregoing is a true and correct copy of a Resolution passed, adopted, and approved by the County Board of Commissioners at a meeting held December 2, 2025, as recorded in the record of proceedings.

Carrie Smith
County Administrator



TO: BECKER COUNTY BOARD

FROM: DR. TESSIA MELVIN, DDA MANAGEMENT CONSULTANT

CC: CARRIE SMITH, COUNTY ADMINISTRATOR AND TEAIRA CHRISTEN, HR DIRECTOR

SUBJECT: 2025 MARKET ANALYSIS

Project Scope

DDA completed a study in 2023 and the Board agreed to enter an ongoing maintenance contract to ensure market competitiveness, updated job descriptions and improve retention and recruitment efforts. DDA annually performs a market analysis of all positions and reviews the County's classification and compensation systems. Each year, DDA reviews market data for all positions and reviews 1/3 of job descriptions and classifications.

The following benchmarks were used in comparison to Becker County's wages:

County
Aitkin
Benton
Carlton
Cass
Clay
Crow Wing
Douglas
Hubbard
Kanabec
Mille Lacs
Morrison
Otter Tail
Pine
Polk
Todd
Wadena
City
Detroit Lakes
Fergus Falls
Moorhead

Earlier this year the following positions were regraded.

- Office Manager – from a grade 5 to 6 – changed title to Office Administrator
- Bailiff – from a grade 5 to 7
- Chief Bailiff – from a 7 to 8

2025 Jobs to Review	
Job Title	Department
Economic Development Specialist	Administration
HR/ Administrative Assistant	Administration
Appraiser	Assessor
Assessment Tech 1	Assessor
Chief Deputy Assessor	Assessor
County Assessor	Assessor
Account Clerk 1	Auditor-Treasurer
Account Clerk 2	Auditor-Treasurer
Accountant	Auditor-Treasurer
Chief Deputy Auditor-Treasurer	Auditor-Treasurer
Deputy Licensing Coordinator	Auditor-Treasurer
Deputy Property Tax Specialist	Auditor-Treasurer
Extension Office Manager	Auditor-Treasurer
Financial Manager	Auditor-Treasurer
Payroll-Accounting Specialist	Auditor-Treasurer
Compactor Truck Driver	Environmental Services
HHW Coordinator	Environmental Services
Material Recovery Facility Manager	Environmental Services
Office Support	Environmental Services
Pay Station Clerk	Environmental Services
Recycling/Transfer Station	Environmental Services
Transfer Station Truck Driver	Environmental Services
Transfer Station Manager	Environmental Services
Transfer Station Mechanic	Environmental Services
Transfer Station Truck Driver	Environmental Services

Account Clerk 1	Environmental Services
Assistant Engineer/Construction Manager	Highway
County Engineer	Highway
Engineering Technician	Highway
Highway Office Support Clerk	Highway
Hwy Maintenance Superintendent	Highway
Maintenance Crew Foreman	Highway
Maintenance Worker	Highway
Mechanic I	Highway
Senior Engineering Technician	Highway
Shop Foreman	Highway
Traffic Service Foreman	Highway
Traffic Service Technician	Highway
Transportation Technician	Highway
Human Resources Director	Human Resources
Human Resources Generalist	Human Resources
Developer-GIS	IT
Information Technology Director	IT
Research/GIS	IT
IT Analyst	IT
NRM Manager - Forester	Land Use
NRM Manager - Land Commissioner	Land Use
Land Use Director	Land Use
Maintenance Technician	Maintenance
Building Maintenance Supervisor	Maintenance
Custodian	Maintenance
License Supervisor	Motor Vehicle
Licensing Clerk	Motor Vehicle
Veterans Service Officer	Veterans Services
Assistant Veterans Service Officer	Veterans Services

2025 Market Analysis

The County's current pay grid is calibrated at 4% above market minimum average rates and at 1% above market average maximum rates.

Job Title	Client MIN	Client MAX	Bench MIN	Bench MAX	Client Min % of Bench Min	Client Max % of Bench Max
Custodian	\$21.12	\$27.55	\$20.61	\$26.75	102%	103%
Account Clerk 1	\$23.73	\$30.96	\$24.06	\$32.53	99%	95%
Assessment Tech 1	\$23.73	\$30.96	\$23.04	\$32.21	103%	96%
Jail Secretary	\$23.73	\$30.96	\$23.14	\$30.58	103%	101%
Legal Assistant	\$23.73	\$30.96	\$24.23	\$32.95	98%	94%
Licensing Clerk	\$23.73	\$30.96	\$21.86	\$29.83	109%	104%
Sheriff Secretary	\$23.73	\$30.96	\$23.52	\$32.12	101%	96%
Account Clerk 2	\$25.15	\$32.82	\$28.10	\$34.98	90%	94%
Assistant Veterans Service Officer	\$25.15	\$32.82	\$26.44	\$35.59	95%	92%
Deputy Recorder I	\$25.15	\$32.82	\$23.03	\$29.69	109%	111%
STS Crew Lead	\$25.15	\$32.82	\$24.76	\$34.50	102%	95%
Support Enforcement Aide	\$25.15	\$32.82	\$24.05	\$31.59	105%	104%
Transport Officer	\$25.15	\$32.82	\$24.59	\$33.34	102%	98%
Case Aid	\$25.15	\$32.82	\$24.32	\$32.51	103%	101%
Correctional Officer	\$27.17	\$35.45	\$27.19	\$37.31	100%	95%
Deputy Property Tax Specialist	\$27.17	\$35.45	\$24.28	\$30.35	112%	117%
Financial Assistant	\$27.17	\$35.45	\$26.09	\$36.12	104%	98%
Maintenance Technician	\$27.17	\$35.45	\$24.52	\$32.36	111%	110%
Mechanic I	\$27.17	\$35.45	\$27.02	\$35.72	101%	99%
Paralegal	\$27.17	\$35.45	\$28.80	\$37.77	94%	94%
Payroll-Accounting Specialist	\$27.17	\$35.45	\$27.21	\$38.07	100%	93%
Maintenance Worker	\$27.17	\$35.45	\$24.45	\$32.92	111%	108%
Child Support Officer	\$29.06	\$37.92	\$26.27	\$34.95	111%	108%
Fraud Prevention Investigator	\$29.06	\$37.92	\$26.46	\$36.58	110%	104%
NRM Manager - Forester	\$29.06	\$37.92	\$30.62	\$40.87	95%	93%
Research/GIS	\$29.06	\$37.92	\$28.79	\$41.44	101%	91%
Victim Services Coordinator	\$29.06	\$37.92	\$28.07	\$36.65	104%	103%
Bailiff	\$30.69	\$42.10	\$24.10	\$31.97	127%	132%
License Supervisor	\$31.25	\$40.77	\$30.26	\$41.25	103%	99%
Appraiser	\$31.25	\$40.77	\$27.87	\$38.42	112%	106%
Building Maintenance Supervisor	\$31.25	\$40.77	\$32.85	\$43.73	95%	93%
Chief Deputy Recorder	\$31.25	\$40.77	\$29.17	\$37.57	107%	109%
Human Resources Generalist	\$31.25	\$40.77	\$28.97	\$38.59	108%	106%

IT Analyst	\$31.25	\$40.77	\$35.09	\$51.14	89%	80%
Maintenance Crew Foreman	\$31.25	\$40.77	\$31.57	\$42.44	99%	96%
Senior Engineering Technician	\$31.25	\$40.77	\$31.37	\$42.22	100%	97%
Shop Foreman	\$31.25	\$40.77	\$31.88	\$41.94	98%	97%
Zoning Tech/E911	\$31.25	\$40.77	\$25.31	\$35.56	123%	115%
Office Manager	\$31.54	\$38.63	\$29.18	\$39.54	108%	98%
Accountant	\$33.43	\$43.63	\$31.29	\$41.63	107%	105%
Chief Deputy Assessor	\$33.43	\$43.63	\$34.19	\$45.65	98%	96%
Communications Supervisor	\$33.43	\$43.63	\$33.31	\$45.17	100%	97%
Developer-GIS	\$33.43	\$43.63	\$32.77	\$44.00	102%	99%
Jail Sergeant	\$33.43	\$43.63	\$30.08	\$39.91	111%	109%
Program Coordinator	\$33.43	\$43.63	\$28.48	\$38.11	117%	114%
Public Health Nurse	\$33.43	\$43.63	\$33.63	\$45.42	99%	96%
Social Worker	\$33.43	\$43.63	\$31.37	\$41.73	107%	105%
Veterans Service Officer	\$33.43	\$43.63	\$33.87	\$45.35	99%	96%
Deputy Sheriff	\$33.76	\$44.06	\$31.83	\$43.01	106%	102%
Assistant Jail Administrator	\$36.11	\$47.11	\$35.40	\$47.58	102%	99%
Child Support Supervisor	\$36.11	\$47.11	\$33.42	\$45.31	108%	104%
Deputy/Emergency Manager	\$36.11	\$47.11	\$35.18	\$50.21	103%	94%
Financial Assistance Supervisor	\$36.11	\$47.11	\$33.82	\$45.25	107%	104%
NRM Manager - Land Commissioner	\$36.11	\$47.11	\$42.36	\$55.45	85%	85%
Deputy Investigator	\$36.11	\$47.11	\$34.18	\$45.73	106%	103%
Deputy Sergeant	\$39.72	\$51.82	\$36.82	\$49.80	108%	104%
Hwy Maintenance Superintendent	\$39.72	\$51.82	\$36.86	\$48.71	108%	106%
Recorder	\$39.72	\$51.82	\$39.14	\$53.23	101%	97%
Social Services Supervisor	\$39.72	\$51.82	\$40.22	\$54.94	99%	94%
Jail Administrator	\$42.10	\$54.94	\$40.90	\$55.16	103%	100%
Public Health Supervisor	\$42.10	\$54.94	\$39.21	\$51.91	107%	106%
Information Technology Director	\$44.20	\$57.68	\$44.55	\$60.52	99%	95%
Lieutenant Sheriff	\$44.20	\$57.68	\$44.73	\$63.23	99%	91%
Human Resources Director	\$46.42	\$60.57	\$44.27	\$61.75	105%	98%
Land Use Director	\$46.42	\$60.57	\$47.50	\$68.01	98%	89%
Chief Deputy	\$48.74	\$63.59	\$48.04	\$65.06	101%	98%
County Assessor	\$48.74	\$63.59	\$45.60	\$59.55	107%	107%
Associate Attorney	\$50.69	\$66.14	\$41.41	\$55.67	122%	119%
Assistant Attorney	\$53.22	\$69.45	\$45.28	\$61.67	118%	113%
County Engineer	\$55.35	\$72.22	\$57.19	\$77.86	97%	93%
First Assistant Attorney	\$55.35	\$72.22	\$51.33	\$68.58	108%	105%
Human Services Director	\$55.35	\$72.22	\$52.70	\$70.82	105%	102%
County Administrator	\$61.60	\$80.39	\$62.50	\$87.51	99%	92%
					104%	101%

Recommendations

While the County is currently at market average, the following job classifications are recommended by DDA.

2025 Position Reclassifications

Job Description	Current Grade	Proposed Grade
Appraiser	8	Created Career Ladder
Assistant Engineer/ Construction Manager	11	Should be Exempt If Exempt, move to grade 12
Highway Maintenance Superintendent	11	Should be Exempt If Exempt, move to grade 12
Building Maintenance Supervisor	8	Move to Grade 9
Chief Deputy Auditor Treasurer	9	Created Career Ladder 10, 11
County Administrator	20	Move to Grade 21
County Engineer	18	Move to Grade 19
IT Director	13	Move to Grade 14
IT Analyst	8	Created Career Ladder
NRM Manager-Forester	7	Move to Grade 8
NRM manager- Land Commissioner	10	Move to Grade 11, re-evaluate once department changes
Research / GIS	7	Move to Grade 8
Veteran Service Officer	9	Move to Grade 10
Assistant Veteran Services Officer	5	Move to Grade 7
Payroll Accounting Specialist	6	Create Career Ladder 6,7

Total Implementation Cost: The cost of moving employee to the new grade step closest to what their current wage is without taking money away is \$23,649. This is an estimate, as the career ladders for IT Analyst and Appraisers have already been completed.

BECKER COUNTY BOARD OF COMMISSIONERS

RESOLUTION 12-25-1F

6 Month Time Limited Full-Time Bailiff Position

WHEREAS, there is a shortage in staff due to a longstanding medical leave, two resignations, and another projected family leave in the near future, and;

WHEREAS, there is consistent work-flow between courtroom security, courthouse security, grounds monitoring, coordination of inmate hearings, and serving documents, and;

WHEREAS, there is a need to convert a part-time Bailiff position to a full-time Bailiff position limited to a 6 month period to maintain the public safety and security for Becker County, and;

NOW THEREFORE BE IT RESOLVED. That the Board of County Commissioners of Becker County, Minnesota, approves the temporary assignment of a part-time Bailiff to a 6 month full-time Bailiff position effective December 1, 2025.

Duly adopted this 2nd day of December, 2025, at Detroit Lakes, MN.

COUNTY BOARD OF COMMISSIONERS
Becker County, Minnesota

ATTEST:

/s/ Carrie Smith

Carrie Smith
County Administrator

/s/ David Meyer

David Meyer
Board Chair

State of Minnesota)
) ss
County of Becker)

I, the undersigned being the duly appointed and qualified County Administrator for the County of Becker, State of Minnesota, do hereby certify that the foregoing is a true and correct copy of a Resolution passed, adopted, and approved by the County Board of Commissioners at a meeting held December 2, 2025, as recorded in the record of proceedings.

Carrie Smith
County Administrator

Capital Improvement Expenditure Request Form

Date Requested: December 2nd, 2025

Department: Highway

Department Head: Jim Olson, P.E.

Capital Improvement Request: 2027 Mack Tandem Plow truck chassis with all applicable plow equipment. (hydraulic system, box, and snow/ice equipment).

Request Amount: \$ 340,341 (includes sales tax on chassis only)

EXPLANATION OF THE REQUEST

Purpose/Need: Scheduled replacement of a 2015 Tandem Snowplow with 157,904 miles and 6,271 hours. Upon receiving new truck, the 2015 will be sold through auction site.

Savings Achieved (Dollar Amount/Time/ Efficiency): Continuing to replace one tandem plow truck per year allows us to remain with a 12 year replacement plan on these units. The adverse conditions that these trucks are subject to due to the chemicals necessary for snow and ice control deteriorates and rusts the cab, frame, chassis, and all parts of the equipment. Down time is critical for our maintenance operations, by updating this equipment annually we will see less down time of equipment and a continued timely and effective snow and ice control plan.

Are There Sufficient Funds In Your Budget? Yes, included in the 2026 Budget. Ordering now assures us delivery of the tandem prior to the winter of 2026/2027. Will not be invoiced until truck arrives in 2026

Was This In Your 5-Year Capital Improvement Plan? Yes

Action Taken (If different than request): _____

Date Request Completed: _____

* This form must be completed and sent to the County Administrator for any request of Capital Improvement Purchase.

2027 MY

RDO

9/3/25

CUSTOMER PROPOSAL

MACK®



PREPARED FOR

MNDOT-BECKER COUNTY
200 STATE ST E
DETROIT LAKES
MN 565013128

DATE

9/3/2025

PREPARED BY

DO TRUCK CENTERS, LLC
3401 38TH ST S
FARGO
ND 58104-6904

QUOTE INFORMATION

RDO2025000271D861
GRANITE 64FR
Qty: 1

PLOW = 187,352
Expo.

Truck = 143,652
+ 6.5%

152,989
+ 187,352

\$340,341



TECHNICAL SPECIFICATION

GRANITE 64FR



MODEL DEFINING		DESCRIPTION
S	VOLTAGE	ELECTRICAL SYSTEM 12 VOLT

APPLICATION PACKAGES		DESCRIPTION
	CHASSIS CONFIGURATION PACKAGE	ONEBOX EATS, LH BATTERY BOX, 6.6 GALLON (25L) SLEEVED DEF, 22" SLEEVED LH FUEL TANK

CUSTOMER/VEHICLE INFO		DESCRIPTION
S	CHASSIS (BASE MODEL)	GRANITE 64FR
	CUSTOMER FLEET SIZE	REGIONAL FLEET 25 OR MORE VEHICLES IN OWN FLEET OF ANY VEHICLE BRAND
	TYPE OF SERVICE	MUNICIPAL
S	WARRANTY REGISTRATION LOCATION	USA - WARRANTY REGISTRATION LOCATION
	EMISSION WARRANTY CERTIFICATION	EPA (only) for Mack MP7 / MP8 Diesel
	Order Subject to Meeting All Mack Policies, Terms and Conditions,	Including but not Limited to Applicable CARB and/or Section 177 States' Regulation requirements
	INTENDED REGISTRATION LOCATION	MINNESOTA
S	INITIAL REGISTRATION LOCATION	USA REGISTRATION
	BRAND ORNAMENT	BULLDOG, GOLD
S	LANGUAGE-PUBS/DECAL/SIGNS	ENGLISH
S	ROAD CONDITION	WELL MAINTAINED SURFACED ROADS >95% DRIVING DISTANCE
	VEHICLE USE & BODY/TRAILER TYPE	SNOW PLOW, FRONT AND WING PLOW, TRUCK
	TRAILER TYPE	FIXED DRAWBAR TRAILER AND CENTERED AXLES
	GROSS COMBINATION WEIGHT (CA in PC29 only)	80,000 LB (36 TONNES) GROSS COMBINATION WEIGHT
S	BRAKE REGULATION	BRAKE REGULATION, STOPPING DISTANCE 94M (310FT)
	TOPOGRAPHY	GRADES <6% GREATER THAN 98% OF DRIVING DISTANCE MAX GRADE 16%
S	AMBIENT TEMP UPPER LIMIT	AMBIENT TEMPERATURE HOT. WARMER THAN 104 F (40 C) ALLOWED UP TO 25 HOURS PER YEAR
S	OPERATING TERRAIN GRADE CONDITIONS	ON-OFF HIGHWAY, STARTING GRADES<18%
S	LOADING SURFACE FACTOR	CONCRETE LOADING AND / OR UNLOADING SURFACE
	VEHICLE VOCATION	CONSTRUCTION SERVICE

ENGINE/TRANSMISSIONS		DESCRIPTION
	ENGINE / MOTOR	MP8-455C MACK 455HP @ 1400-1700 RPM (PEAK) 2100 RPM (GOV) 1750 LB-FT, US'21
S	GHG APPLICATION, VEHICLE	GREEN HOUSE GAS VOCATIONAL APPLICATION
	TRANSMISSION	MACK TMD12AFO-HD mDRIVE HD 12 SP-(OVERDRIVE)
S	GEARBOX 12TH GEAR LOCK-OUT	WITHOUT 12TH GEARBOX GEAR LOCK-OUT

EXHAUST/EMISSIONS		DESCRIPTION
	NOX LIMITS	CARB LEGACY / EPA (200MG/HP/HR), 50 State Idle Compliance
S	IDLE EMISSION LABEL LOCATION (CA in PC29 only)	IDLE EMISSION LABEL LOCATION, LOWER LH CORNER OF DRIVER DOOR
S	DPF DIESEL PARTICULATE FILTER	CLEARTECH ONE BOX E.A.T.S. RH SIDE UNDER CAB US17 / US21
S	CHASSIS MOUNTED EMISSIONS FINISH	W/O DEF COVER & PAINTED DPF COVER
S	DIESEL EXHAUST FLUID TANK	6.6 GALLON (25 L) 22" LEFT SIDE FUEL TANK MTD
	EXHAUST	SINGLE VERTICAL RIGHT SIDE CAB MOUNTED, LOWER VENTURI DIFFUSER, TURNED END
	EXHAUST STACK HEIGHT	9' 6" FROM GROUND
	EXHAUST - BRIGHT FINISH	SINGLE, BRIGHT FINISH HEAT SHIELD, STACK

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TECHNICAL SPECIFICATION (cont.)



EXHAUST/EMISSIONS	DESCRIPTION
EMISSION ON BOARD DIAG CONTROL	EMISSION OBD, DISPLAY ONLY, USA2025

ENGINE EQUIPMENT	DESCRIPTION
AIR CLEANER	UNDER HOOD SINGLE ELEMENT DRY TYPE W/AIR CONTROLLED INSIDE-OUTSIDE AIR INTAKE&DASH MTD AIR RESTRICTI
S BUG SCREEN	BLACK ALUMINUM BUG SCREEN MOUNTED BEHIND GRILLE, WITHOUT WINTER FRONT COVER
S AIR COMPRESSOR/DRYER	WABCO HEATED SS-HP AIR DRYER W/ WABCO 636 (37.4 CFM) AIR COMPRESSOR
S AIR DRYER POSITION (CA)	STANDARD AIR DRYER LOCATION
S AIR DRYER POSITION (CA)	AIR DRYER POSITION STANDARD
S ALTERNATOR	DELCO 12V 160A (28SI) BRUSH-TYPE
BATTERIES	(3) MACK 12V 1000/3000 CCA THREADED STUD TYPE
S BATTERY BOX - MOUNTING (x)	LH RAIL UNDER CAB FORWARD OF FUEL TANK (3 BATTERY MAX)
BATTERY BOX COVER	POLISHED ALUMINUM
CA BATTERY DISCONNECT SWITCH	MAIN SWITCH, MOUNTED INSIDE CAB, GROUND ACCESSIBLE
STARTER MOTOR	12 VOLT MELCO STARTER (MITSUBISHI ELECTRIC)
ENGINE BRAKE	MACK MP8 POWERLEASH
S VEHICLE/TRAILER STOP LAMP APPLICATION (CA)	VEHICLE AND TRAILER (IF APPLICABLE) STOP LAMPS ACTIVATE UPON SERVICE BRAKE APPLICATION ONLY(3899000)
S ENGINE BRAKE ACTIVATION	ENGINE BRAKE ACTIVATION, BASIC
S FAN DRIVE	BEHR FAN AND ELECTRONIC MODULATING VISCOUS FAN DRIVE
COOLANT PROTECTION	ETHYLENE GLYCOL EXTENDED LIFE COOLANT (50/50 MIX DYED ORANGE) TO -34DEG, W/ FILTER
RADIATOR TYPE	RADIATOR, CORE AREA W/O FEPTO 1345sq in (86sq dm), CORE AREA W/ FEPTO 1296sq in (83sq dm)
S HOSES - RADIATOR/HEATER	MACK EPDM RADIATOR & HEATER HOSES
S FUEL-WATER SEPARATOR	MACK W/MANUAL DRAIN VALVE V2 (INTEGRAL W/ PRIMARY FUEL FILTER)
S RELOCATE FUEL FILTER (CA)	STANDARD FUEL FILTER POSITION
S ENGINE HEATERS	120v 1500w BLOCK HEATER ONLY
PLUG QUANTITY & TYPE	SINGLE (1) 120V-15A PLUG
OIL SUMP	CORROSION RESISTANT OIL PAN
S EMERGENCY ENGINE STOP (CA)	WITHOUT ENGINE STOP, EMERGENCY

CLUTCH/TRANS EQUIPMENT	DESCRIPTION
S GEAR SHIFTER	MACK mDRIVE-PREMIUM SHIFTER
S CLUTCH	ZF/SACHS SINGLE PLATE 17" (430MM) ORGANIC MATERIAL
S CLUTCH ACTUATION SYSTEM & PEDAL PAD	WITHOUT CLUTCH CABLE SYSTEM
DRIVELINE - MAIN	SPICER SPL250HDXL LITE - LARGE (PROPS-L)
DRIVELINE - INTERAXLE	SPICER SPL170XL "LITE SERIES"
DRIVESHAFT MAIN U-JOINT	UNIVERSAL JOINT HALF-ROUND TYPE (where applicable)
S DRIVESHAFT INTERAXLE U-JOINT	HALF-ROUND UNIVERSAL JOINT
S TRANSMISSION OUTPUT TORQUE	TRANSMISSION OUTPUT TORQUE BASIC
S LUBRICANTS, TRANSMISSION	75W - 90 (SYNTHETIC LUBRICANT)
S TRANSMISSION OIL COOLER	MACK mDRIVE TRANSMISSION OIL COOLER MOUNTED LH SIDE OIL TO WATER COOLER
GRADE GRIPPER	GRADE GRIPPER

FRONT AXLE EQUIPMENT	DESCRIPTION
S FRONT AXLE	18000# (8200 KG) MACK FXL18 STRAIGHT SPINDLE/UNITIZED BEARINGS

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TECHNICAL SPECIFICATION *(cont.)*



FRONT AXLE EQUIPMENT		DESCRIPTION
	SPRINGS - FRONT	MACK TAPERLEAF HD 18000# (8200 KG) GROUND LOAD RATING, EQUAL BIAS
	BRAKES - FRONT	MERITOR "S" CAM TYPE 16.5" x 6" Q+
	BRAKE DRUMS - FRONT	BRAKE, FRONT, DRUM LIGHT WEIGHT TRUTURN
S	DUST SHIELDS - FRONT	DUST SHIELDS FOR FRONT AXLE
	SLACK ADJUSTERS - FRONT	HALDEX - AUTOMATIC
	BRAKE CHAMBERS - FRONT	FRONT BRAKE CHAMBER MANUFACTURER, HALDEX
	HUBS - FRONT	FERROUS
S	FRONT AXLE LUBRICANT	FRONT AXLE LUBE, FAG NLGI2 GREASE
S	SHOCK ABSORBERS - FRONT	DOUBLE ACTING TYPE
	STEERING	SHEPPARD SD110 + HD94

REAR AXLE EQUIPMENT		DESCRIPTION
	REAR AXLE	40000# (18100kg) MACK S402R CAST DUCTILE IRON HOUSING
S	WIDE TRACK AXLE OPTION	W/O WIDE TRACK AXLE
S	DRIVE AXLE LUBRICANT	DRIVE AXLE LUBE, SHELL 75W90 SYNTHETIC OIL
S	CARRIER - REAR AXLE	150/151 SERIES (Tandem Mack Rear Axles up to 150,000lb GCW)
	TRACTION DIFFERENTIAL	INTERWHEEL DIFFERENTIAL LOCK, ALL REAR AXLES
S	POWER DIVIDER LOCKOUT	INTERAXLE POWER DIVIDER LOCKOUT, W/BUZZER & LIGHT
	REAR AXLE RATIO	3.56 RATIO
	REAR SUSPENSION	MACK mRIDE 40 PARABOLIC 3-LEAF, 40,000 lb, HEAVY DUTY
	BOGIE SPREAD, REAR	54" AXLE SPACING (BOGIE WHEELBASE)
	SHOCK ABSORBERS - REAR	REAR SHOCK ABSORBER
S	AUX.SPRING BRAKE QTY	AUX SPRING BRAKE QTY, 4 CHAMBERS
S	BRAKES - REAR	MERITOR "S" CAM 16.5"x7" Q+ (Total for QTY = 2)
	BRAKE DRUMS - REAR	CENTRIFUSE
S	SLACK ADJUSTERS - REAR	HALDEX - AUTOMATIC (Total for QTY = 2)
	DUST SHIELDS - REAR BRAKE	DUST SHIELDS FOR REAR AXLE
	REAR BRAKE CHAMBER SIZE	REAR SPRING BRAKE CHAMBERS 30/30 TYPE
	BRAKE ORI REAR-MOST DRIVE AXLE	DRUM BRAKE CHAMBER ORIENTATION: Middle Mount - Forward of Axle - Chamber Up
	PARKING BRAKE CHAMBER	HALDEX "LIFE SEAL PLUS" BRAKE CHAMBERS (Total for QTY = 2)
S	HUBS - REAR	IRON PRESET REAR HUB W/INTEGRATED SPINDLE NUT
S	ANTILOCK BRAKE SYSTEM	MACK ROAD STABILITY ADV.BENDIX ABS/ATC/RSA W/YAW CNTRLW/MUD/SNOW SW; REQ-TRUCK APPL 6S6M
S	AIR SYSTEM VALVE VENDOR	BENDIX SWITCHES AND VALVES WHERE POSSIBLE

FRAME EQUIPMENT/FUEL TANKS		DESCRIPTION
	WHEELBASE	220"
	AF (OVERHANG)	63"
	FRAME RAILS & LINERS	11.1 x 90 x 300mm - (0.437" x 3.54" x 11.81"); RBM 2,820,000 LB-IN
	FRONT FRAME LENGTH	BUMPER POSITION EXTENDED 20" (SNOW)
S	CROSSMEMBERS	BOC AND INTERMEDIATE(S) STEEL HD BACK-TO-BACK CHANNEL
S	REAR CROSSMEMBER OPTIONS	STEEL CLOSING REAR CROSSMEMBER
S	TAPERED FRAME RAIL ENDS	WITHOUT TAPERED FRAME RAIL ENDS
	FRONT BUMPER	WITHOUT FRONT BUMPER
S	TRUNNION BRACKET	BASIC SOLUTION TRUNNION BRACKET, STD HEIGHT
S	TOWING DEVICE, FRONT	HOOKS

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FRAME EQUIPMENT/FUEL TANKS		DESCRIPTION
S	FUEL LEVEL SENDER UNIT, LIQUID	BASIC FUEL LEVEL SENDER MOUNTED ON L.H TANK
	FUEL TANK - LH	111 GALLON (420 L) 22" ALUMINUM, SLEEVED D-SHAPED
S	FUEL TANK - RH	W/O RH FUEL TANK
S	FUEL LINE MATERIAL	BRAIDED HOSE
S	FUEL FILLER NECK OPTIONS	WITHOUT FILLER NECK SCREEN, WITH NON-LOCKABLE FUEL TANK CAP
	FUEL SYSTEM - DUAL	W/O FUEL LINE OPTION
S	CAB ACCESS STEPS	STANDARD 2 STEP CAB ACCESS
	STEPS (BRIGHT) - FUEL TANK	BRIGHT FINISH ALUMINUM STEPS & STAINLESS STEEL BRIGHT FINISHED STRAPS

AIR/BRAKE		DESCRIPTION
S	RELOCATE AIR RESERVOIRS	W/O RELOCATED AIR TANKS
S	AIR TANK DRAIN VALVE	MANUAL (PETCOCK) DRAIN VALVES ON ALL TANKS
	AIR TANK MATERIAL & FINISH	ALUMINUM AIR TANK, POLISHED ALUMINUM FINISH
	PARKING BRAKE VALVE	TWO (2) VALVE DUAL BRAKE SYSTEM - TRAILER SUPPLY AND TRACTOR-TRAILER PARK

ELECTRICAL		DESCRIPTION
	BACK-UP ALARM	ECCO BACK-UP ALARM 575 CONSTANT SOUND LEVEL 107 dB
CA	DASH MOUNTED SWITCHES	8 SW 15A,1 BAT PWR:TLGT; 7 IGN PWR:VIBRATOR,WNG SPT,SNDR LT, WNG LT,STRB, FRT STRB, RR STRB
	ROOF & SIDE MARKER LIGHTS	(5) GROTE ROOF MARKER & STANDARD MARKER / DIRECTIONAL SIGNAL
	AUXILIARY LAMPS (CA in PC29 only)	DASH CONTROL & POWER SUPPLY FOR LOCAL INSTALL OF AUX SNOWPLOW LAMPS OVERRIDE DAYTIME RUNNING LIGHTS
S	HEADLAMP BULB TYPE	HEADLAMP BULB TYPE, LED, HEATED
S	DAYTIME RUNNING LIGHTS	W/OVERRIDE SWITCH, PARK BRAKE & ENGINE RUNNING ACTIVATED
S	DRL OVERRIDE SPEED THRESHOLD	DRL OVERRIDE SPEED THRESHOLD 8 KMPH (5 MPH)
	TAIL LAMPS	LED TYPE TAIL LAMP MODULE MTD BELOW REAR CROSSMEMBER

TRAILER CONNECTIONS		DESCRIPTION
	HAND CONTROL VALVE	HAND CONTROL VALVE FOR TRAILER BRAKES W/ AIR CONNECTIONS OR SERVICE BRAKES W/O AIR CONNECTIONS
	TRAILER CONNECTIONS	TRAILER AIR BRAKE CONNECTIONS, END OF FRAME
	TRAILER ELECTRICAL RECEPT	SINGLE 7 PINS STD SAE TYPE, END OF FRAME

PTO		DESCRIPTION
S	TRANSMISSION MOUNTED PTO	mDRIVE Without PTO, Removable Block Off Plate
	AMT/AUTOMATIC TRANS PTO FUNCT.	TRANSMISSION PTO FUNCTIONS ENHANCED
S	PTO - CONTROL	mDRIVE SINGLE PTO PREP KIT W/ ILLUMINATED DASH MOUNTED SWITCH & PIPING FOR LOCAL INSTALL
	FRONT ENGINE PTO	1350 SERIES FLANGE (DOES NOT INCLUDE FRONT FRAME EXTENSION)
	BODY BUILDER INTERFACE	BODY LINK III W/O CAB PASS-THRU

SPECIALTY EQUIPMENT		DESCRIPTION
S	LANE SUPPORT SYSTEM (LSS)	WITHOUT LANE SUPPORT SYSTEM
S	DATA CAPTURE	WITHOUT DATA CAPTURE
S	SURVEILLANCE CAMERA OPTIONS (CA)	WITHOUT CAMERA

TECHNICAL SPECIFICATION *(cont.)*



CAB INTERIOR (A THRU G)		DESCRIPTION
S	SPEEDOMETER -&- GAUGES - UNIT(S) OF MEASURE	U.S. UNITS (PREDOMINANT)
	GAUGE - PACKAGE, SECONDARY	2ND GA PKG W/ENG OIL TEMP, TRANS OIL TEMP, PYRO, AIR RESTRICT
S	CLIMATE UNIT	ELECTRONIC CONTROLLED CLIMATE CONTROL AIR CONDITION
S	CUPHOLDER	CUPHOLDER
S	DOME LAMP, INTERIOR	(4) DOME LAMPS - DOOR AND SWITCH ACTIVATED
S	DASH INDICATOR - LAMP BODY OUT OF POS	DASH MTD, INDICATOR BODY/HOIST UP "BODYBUILDER LAMP"
	FIRE EXTINGUISHER	5LB (ABC RATED) MOUNTED BETWEEN DRIVER SEAT BASE AND DOOR VALVE AIMED REARWARD
	FLOOR COVERING	POLYURETHANE FLOOR MAT W/ REMOVABLE INSERTS

CAB INTERIOR (H THRU R)		DESCRIPTION
S	INSTRUMENT CLUSTER LANGUAGE	DEFAULT: ENGLISH, SPANISH, FRENCH
S	KEY TYPES FOR DOORS	ALL CHASSIS KEYED AT RANDOM
S	KEYLESS ENTRY	W/O ELECTRONIC KEYLESS ENTRY
S	OVERHEAD CONSOLE	(2) STORAGE COMPARTMENTS AND NET RETAINERS W/CENTER MOUNTING FOR CB PROVISIONS
S	RADIO/RADIO ACCOMMODATION	PREMIUM STEREO, AM/FM, MP3, WEATHER BAND, BLUETOOTH
S	RADIO - ANTENNA	RADIO ANTENNA, CAB MOUNTED BEHIND LH DOOR
S	AUDIO SHUTOFF	AUTO SHUTOFF FOR RADIO ENTERTAINMENT SYSTEM WHEN VEHICLE IS ENGAGED IN REVERSE
S	RADIO - BINDING POSTS FOR CB	POWER LEADS (5-WAY BINDING POSTS FOR CB RADIO) IN HEADER CONSOLE
S	AUDIO SPEAKER LOCATION	SPEAKER LOCATION, IN DOORS, MIDDLE HIGH SIDE PANEL
S	RADIO - CB RADIO MOUNTING	CB RADIO MOUNTING REINFORCEMENT IN HEADER CONSOLE
S	REAR WALL STORAGE COMPARTMENT	STORAGE POUCH REAR
	REFLECTOR KIT	W/O SLEEPER BOX FURNISH KIT PARALLEL TO INSIDE SURFACE OF RIDER'S SEAT BASE

CAB INTERIOR (S THRU Z)		DESCRIPTION
	INTERIOR TRIM LEVELS	PREFERRED TRIM PACKAGE, STEEL GRAY (Package 12A)
	SEAT - DRIVER'S	MACK-AIR, HIGH BACK, 4 CHAMBER AIR LUMBAR, BOLSTER, EXTENSION
	SEAT COVERING - DRIVER'S	DRIVER'S SEAT - BLENDED BLACK & GREY VINYL / CLOTH MIX
S	SEAT - PASSENGER'S	MACK-FIXED, HIGH BACK
	SEAT COVERING - PASSENGER'S	PASSENGER'S SEAT - BLENDED BLACK & GREY VINYL / CLOTH MIX
	SEAT - DUST COVER(S)	SEAT, DUST COVER FOR DRIVER'S SEAT
	SEAT ARM REST(S)	INBOARD MOUNTED ARM REST, DRIVER'S & RIDER'S SEAT
S	SEAT BELT(S)	LAP & SHOULDER (BOTH SEATS) CAB MOUNTED SHOULDER BELT ADJUSTMENT
S	SEAT BELT WARNING INDICATOR	SEAT BELT REMINDER IN INSTRUMENT, WITH AUDIO
S	STARTER SWITCH	KEY TYPE
	STEERING WHEEL	2 SPOKE LEATHER GRIP, SATIN ALUMINUM SPOKES, WITH SWITCHES
	WINDSHIELD TYPE	ONE PIECE WINDSHIELD
	CAB GLASS	HEATED TINTED WINDSHIELD, TINTED SIDE AND REAR WINDOW
S	WINDSHIELD WASHER	W/O WINDSHIELD WASHER OPTION
	WINDSHIELD WIPERS	2 SPEED ELECTRIC MOTOR W/INTERMITTENT FEATURE & ARCTIC WIPER BLADES

CAB EXTERIOR		DESCRIPTION
S	HOOD LATCH TYPE & FINISH	STRAP TYPE HOOD LATCH WITH BLACK FINISH
S	EXTERIOR TRIM FINISH AND PACKAGES	GRANITE BRIGHT AIR INTAKE

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TECHNICAL SPECIFICATION *(cont.)*



CAB EXTERIOR		DESCRIPTION
	GRILLE	BRIGHT FINISH BARS W/BRIGHT FINISH SURROUND GRILL MOUNTED
S	PASSENGER SIDE VISIBILITY OPTIONS	AUXILIARY WINDOW IN RH DOOR
	GRAB HANDLES	BF EXTERIOR CAB GRAB HANDLES, BLACK GRAB HANDLE RH INTERIOR WINDSHIELD POST
	HORN - AIR	(2) MACK RECTANGULAR SINGLE TRUMPET (ONE EACH SIDE OF CAB ROOF)
S	HORN - ELECTRICAL	DUAL TONE
	MIRRORS - EXTERIOR	BULLDOG STYLIZED MIRRORS - LH & RH HEATED & MOTORIZED AND ILLUMINATED W/INTEGRAL CONVEX MIRROR
	MIRROR - CONVEX HOOD & FENDER	8" ROUND BF FENDER MTD W/SS BRACKETS & ADJ. ARMS R.H. & L.H. (Same as 15H2001)

AERODYNAMIC DEVICES		DESCRIPTION
S	CAB AERODYNAMIC PACKAGES	WITHOUT CAB AERODYNAMIC DEVICES
S	FRONT CHASSIS AERODYNAMIC PACKAGE	WITHOUT FRONT AERODYNAMIC FAIRINGS

WHEELS & TIRES		DESCRIPTION
	TIRES BRAND/TYPE - FRONT	385/65R22.5 J BRIDGESTONE M864 (18740 lbs) (Total for QTY = 2)
	WHEELS - FRONT	22.5x12.25 ALCOA 82462x POLISHED OUTER W/ DURA-BRIGHT ALUMINUM, 5.81" OFFSET, 10 HAND HOLE (Total for QTY = 2)
	TIRES BRAND/TYPE - REAR	11R22.5 H BRIDGESTONE M799 (24020 lbs) (DRIVE ONLY) (Total for QTY = 8)
	WHEELS - REAR	22.5x8.25 ALCOA 88067x DURA-BRIGHT OUTER ALUMINUM / POLISHED INNER ALUMINUM, 6.60" OFFSET, 10 HAND (Total for QTY = 8)
S	VALVE STEMS & CAPS	STANDARD VALVE STEMS AND CAPS
S	FRONT HUB/WHEEL TRIM	WITHOUT FRONT HUB/WHEEL TRIM
S	REAR HUB/WHEEL TRIM	WITHOUT REAR HUB/WHEEL TRIM (Total for QTY = 2)
	WHEEL GUARDS - FRONT	PROTECTIVE NYLON SPACER BETWEEN DISCS WHEEL TO DRUM
	WHEEL GUARDS - REAR	PROTECTIVE NYLON SPACER BETWEEN DISCS WHEEL TO DRUM
S	WHEEL NUT & FINISH - FRONT (CA)	WHEEL NUT BASIC FINISH, FRONT
S	WHEEL NUT & FINISH - REAR (CA)	WHEEL NUT BASIC FINISH, REAR

COMMUNICATION SYSTEMS		DESCRIPTION
S	CO-PILOT - DISPLAY FEATURES ACCESS LEVEL	CO-PILOT DISPLAY, DRIVER ACCESS LEVEL 1
S	TELEMATIC GATEWAY	TELEMATICS GATEWAY, 4G/LTE AND WLAN SYSTEM WITH DIAGNOSTIC SERVICES

ENGINE ELECTRONICS		DESCRIPTION
S	SHUTDOWN-ENG.OIL PRESSURE	OIL PRESSURE, ENGINE SHUTDOWN
S	SHUTDOWN-ENG.COOLANT TEMP	COOLANT TEMP, ENGINE SHUTDOWN
S	ENG /OIL TEMP SHUTDOWN	ENGINE PROTECTION (SHUTDOWN)
	FAN ENGAGEMENT TIME-A/C	ENG FAN CONTROL, A/C ON, TIME SETTING, 60 SEC
S	LOW IDLE ENGINE RPM	IDLE CONTROL, 600 RPM
S	IDLE RPM UP W/LOW VOLTAGE	INCREASE 10 MINUTE MAXIMUM TIME
S	IDLE S/D ABS TAMPER CHECK	IDLE SHUTDOWN ABS TAMPER CHECK, ENABLED
S	IDLE S/D WARNING TIME	30 SEC IDLE S/D WARNING TIME
S	IDLE S/D IF WARM-UP TEMP	38C DEG (100F), WARM UP TEMP DELAY
S	IDLE S/D WARM-UP TIMER	5 MIN. WARM UP TIME DELAY
S	IDLE S/D IF PTO ACTIVE	ENGINE IDLE SHUTDOWN TIME OVERRIDDEN IF PTO ACTIVE
S	IDLE SHUTDOWN IF POWER > LIMIT	ENG IDLE SHUTDOWN TIME OVERRIDDEN IF TORQUE > THAN LIMIT
S	IDLE S/D OVERRIDE %ENGINE LOAD	IDLE SHUTDOWN OVERRIDE UPTO 20% ENGINE LOAD THRESHOLD

PRICELIST DATE
20250818

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TECHNICAL SPECIFICATION *(cont.)*



ENGINE ELECTRONICS		DESCRIPTION
S	AMBIENT TEMP MIN TRESHOLD	AMBIENT TEMP MIN TRESHOLD, 16 DEG C, (60 DEG F)
S	AMBIENT TEMP MAX TRESHOLD	AMBIENT TEMP MAX TRESHOLD, 27 DEG C, (80 DEG F)
S	EHT, MAX ROAD SPEED	ELECTRONIC HAND THROTTLE, MAX ROAD SPEED, 16 KMH (10 MPH)
S	EHT, MAX ENG SPEED	ELECTRONIC HAND THROTTLE, MAX ENGINE SPEED, 1000 RPM
S	EHT, MIN ENG SPEED	ELECTRONIC HAND THROTTLE, MIN ENGINE SPEED, 700 RPM
S	EHT, SPEED RAMP RATE	ELECTRONIC HAND THROTTLE, SPEED RAMP RATE, 100 RPM/SEC

TRANSMISSION ELECTRONICS		DESCRIPTION
S	TRANSMISSION DRIVE MODE PACKAGES, mDRIVE	mDRIVE- ENHANCED CONSTRUCTION - ECON, PERF, & PERF+ DRIVE MODES, MANUAL RETURN (premium)
S	mDRIVE MACKCELLERATOR	MACKCELLERATOR ENABLE
S	TRANSMISSION ELECTRONICS PACKAGE	W/O ELEC TRANS PACKAGE OPTION (all non-Allison transmissions)
S	TRANSM AUTO NEUTRAL ON P-BRAKE	mDRIVE TRANSMISSION PARK BRAKE AUTO NEUTRAL
S	TRANSMISSION ELECTRONIC SHIFTING PROPERTIES	W/O ALLISON FUELSENSE 2.0 PROGRAMMING

VEHICLE ELECTRONICS		DESCRIPTION
S	ROAD SPEED LIMIT (RSL)	105 KM/H ROAD SPEED LIMITER (65MPH)
S	PEDAL SPEED LIMITER	105 KM/H PEDAL ROAD SPEED LIMITER (65MPH)
S	CRUISE CONTROL	CRUISE CONTROL
S	CRUISE CONTROL, MAX SPEED	MAX CRUISE, 105 KPH (65 MPH)
S	CRUISE CONTROL MIN SPEED	MIN CRUISE, 32 KPH (20 MPH)
S	CRUISE RESUME WITH CLUTCH	CRUISE RESUME WITH CLUTCH
S	ENG BRAKE ENGAGE IN CRUISE	ENG BRK ENGAGE IN CRUISE, 3 MPH, ABOVE SET SPEED
S	PDLO ENGAGED VLS	POWER DIVIDER LOCK OUT (PDLO) ROAD SPEED LIMIT 8KMH (5MPH)
S	DIFF LOCK SPEED LIMIT	DIFFERENTIAL LOCK ROAD SPEED LIMIT 24KMH (15MPH)
S	MAXIMUM ENG SPEED AT 0 MPH	1000 MAXIMUM ENGINE SPEED AT 0 MPH
S	SPEED SENSOR TAMPERING DETECTION	DETECTION OF SPEED SENSOR TAMPERING, ENABLE
S	PWR.LIMIT LVL.-MPH SENSOR	ENG TORQUE LIMITED TO 50%, IF SPEED SENSOR TAMPER DETECTED
S	DRIVER PERFORMANCE & BONUS PARAMETERS	WITHOUT DRIVER PERFORMANCE PARAMETERS
S	DATAMAX ENGINE OVERSPEED-COMPANY	ENGINE OVERSPEED, ALL CONDITIONS, TIME LOG IF ABOVE 2200 RPM
S	DATAMAX ENGINE OVERSPEED-FUEL	ENGINE OVERSPEED, FUELED, TIME LOG IF ABOVE 2100 RPM
S	DATAMAX VEHICLE OVERSPEED-ALL	VEHICLE OVERSPEED,ALL COND, TIME LOG IF ABOVE 75MPH (121KMH)
S	DATAMAX VEHICLE OVERSPEED-FUEL	VEHICLE OVERSPEED, FUELED, TIME LOG IF ABOVE 70MPH (113KMH)
S	DATAMAX IDLE LOG DELAY	ENGINE IDLE DELAY TO START LOG, 2 MIN
S	PERIODIC TRIP LOG DAY OF MONTH	PERIODIC TRIP LOG, DAY 1 OF THE MONTH

PTO ELECTRONICS		DESCRIPTION
S	TRANS PTO1 SPLITTER RANGE	PTO1 FOR SPLITTER RANGE - KEYPAD REMOTE CONTROLLED
S	TRANS PTO2 SPLITTER RANGE	PTO2 FOR SPLITTER RANGE - KEYPAD REMOTE CONTROLLED
S	PTO1 SINGLE SPEED CONTROL RPM.	PTO 1ST, SINGLE SPEED SETTING, 1000 RPM
S	PTO 1ST, MAX ROAD SPEED	1ST PTO, MAX ROAD SPEED, 10 MPH (16 KPH)
S	PTO 1ST, SPEED RAMP RATE	PTO 1ST, SPEED RAMP RATE 100 RPM/SEC
S	PTO 1ST, MAX ENGINE SPEED	PTO 1ST, MAX ENGINE SPEED, 2100 RPM
S	PTO 1ST, ROAD SPEED LIMIT	PTO 1ST, ROAD SPEED LIMIT, 97 KMH (60 MPH)

TECHNICAL SPECIFICATION *(cont.)*



PTO ELECTRONICS		DESCRIPTION
S	PTO 1ST, MINIMUM ENGINE SPEED	PTO 1ST, MINIMUM ENGINE SPEED, 600 RPM
S	PTO 2ND, SINGLE SPEED SETTING	PTO 2ND, SINGLE SPEED SETTING, 1000 RPM
S	PTO 2ND, MAX ROAD SPEED	2ND PTO, MAX ROAD SPEED, 10 MPH (16 KPH)
S	PTO 2ND, SPEED RAMP RATE	PTO 2ND, SPEED RAMP RATE 100 RPM/SEC
S	PTO 2ND, MAX ENGINE SPEED	PTO 2ND, MAX ENGINE SPEED, 2100 RPM
S	PTO 2ND, ROAD SPEED LIMIT	PTO 2ND, ROAD SPEED LIMIT, 97 KMH (60 MPH)
S	PTO 2ND, MINIMUM ENGINE SPEED	PTO 2ND, MINIMUM ENGINE SPEED, 600 RPM

PAINT		DESCRIPTION
	PAINT DESIGN	HOOD TOP - COLOR 2 (MULTI-TONE)
S	PAINT TYPE	SOLID PAINT
	PAINT COLOR - FIRST COLOR	OMAHA ORANGE; P9215
	PAINT COLOR - SECOND COLOR	MACK FLAT BLACK; P3521
S	PAINT COLOR - THIRD COLOR	NO THIRD TRUCK COLOR PROVIDED; NO COLOR
S	PAINT - CAB PAINT SYSTEM	PAINT - CAB, URETHANE CLEAR COAT
S	CAB COLOR	SAME AS FIRST COLOR - CAB
	HOOD COLOR	MULTI-TONE - HOOD
S	SLEEPER ROOF COLOR	WITHOUT SLEEPER ROOF COLOR
S	ROOF FAIRING COLOR	WITHOUT ROOF FAIRING
S	CHASSIS RUNNING GEAR	MACK BLACK (60 GLOSS); 250-12370
S	BUMPER	PAINT BUMPER SAME COLOR AS CHASSIS RUNNING GEAR
S	FUEL TANK - ***NO INVENTED VARIANTS ALLOWED in the FUEL TANK PAINT FAMILY***	W/O OPTIONAL FUEL TANK PAINT
S	HUBS & DRUMS-FRONT	SAME AS CHASSIS RUNNING GEAR
S	HUBS & DRUMS-REAR	SAME AS CHASSIS RUNNING GEAR

CALCULATED CODES - KAX		DESCRIPTION
S	PROPCALC SELECTION	YES, THE ORDER MUST BE CALCULATED
	AUTO ROUTING & CLIPPING, CENTER	AUTOMATIC ROUTING & CLIPPING PLACEMENT, CENTER SECTION

BASE WARRANTY & PURCHASED COVERAGES		DESCRIPTION
S	VEHICLE WARRANTY TYPE	HEAVY DUTY WARRANTY CLASSIFICATION
S	BASIC CHASSIS COVERAGE	HEAVY DUTY STANDARD BASE COVERAGE 12 MONTHS/100,000 MILES (161,000 KM)
	EMISSION - SURCHARGE	EPA (only) for Mack MP7 / MP8 Diesel
S	ENGINE WARRANTY	MACK MP7/MP8 BASE ENGINE COVERAGE 24 MONTHS / 250,000 MILES (402,000KM)
S	EMISSION COMPONENT COVERAGE	US and CANADA EQUIPPED VEHICLE EMISSION COMPONENTS COVERAGE 60 MONTHS/100,000 MILES (161,000 KM)
S	TRANSMISSION WARRANTY	36 MONTHS: STANDARD mDRIVE HD TRANSMISSIONS HEAVY DUTY WARRANTY
S	CARRIER & AXLE HOUSING WARRANTY	STANDARD MACK HEAVY DUTY COVERAGE 60 MONTHS / 500,000 (804,672 KM)
S	AIR CONDITIONING WARRANTY	AIR CONDITIONING STANDARD COVERAGE (Sealed System Only) 12 MONTHS UNLIMITED MILEAGE
S	CHASSIS TOWING WARRANTY	STANDARD NORMAL / HEAVY DUTY CHASSIS TOWING 90 DAYS OR 5,000 MILES
S	ENGINE TOWING WARRANTY	STANDARD MACK ENGINE TOWING COVERAGE 24 MONTHS/250,000 MILES (402,000 KM)

CONNECTED SERVICES		DESCRIPTION
S	MACK INTEGRATED UPTIME	MACK INTEGRATED UPTIME - 24 MONTHS

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TECHNICAL SPECIFICATION (cont.)



CONNECTED SERVICES		DESCRIPTION
	MACK CONNECT LOCATION & REPORTING	MACK CONNECT LOCATION & REPORTING - 24 MONTHS
S	FLEET INTEGRATION	WITHOUT FLEET INTEGRATION
S	PARTNERED SERVICES	NO PARTNERED SERVICES PROVIDED

ADDITIONAL ENGINEERING (Included)	DESCRIPTION
CA	

PRICING SUMMARY
GRANITE 64FR

Final Unit Sales Price \$143,652.00

Deal Size (Units) 1

EXTENDED DEAL SALES PRICE \$143,652.00

Pricing Comments

Proposal with mDrive Transmission

MNDOT-BECKER COUNTY DATE

John Stearns 09/03/2025
RDO TRUCK CENTERS, LLC DATE



TOWMASTER, 61381 US HWY 12, LITCHFIELD, MN 55355
 PH: 320-693-7900 FX: 320-693-7921 TF: 800-462-4517
 TOWMASTERTRUCK.COM

Reference No.

QT 96359

**** QUOTATION ****

Ship To:	Cust:	2903	Phone:	Bill To:	Phone:
BECKER COUNTY HIGHWAY DEPT.				BECKER COUNTY HIGHWAY DEPT.	
1771 N TOWER ROAD				1771 N TOWER ROAD	
DETROIT LAKES	MN 56501	USA		DETROIT LAKES	MN 56501

ATTN: JONA JACOBSON

PO#	Salesman	Terms	Created	Last Revised	Appx Comp
	JOSH PAULSON	NET 30 DAYS	5/21/25	5/21/25	8/05/21

Serial No.	
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Order Comments: STATE OF MN CONTRACT #
267372

Build Instructions VALID THRU 02/28/26

Other Instructions F.O.B. LITCHFIELD, MN -OR- CUSTOMERS W/FUEL CHARGES ADDED

Qty	Part No.	Description	Price Ea.	Net Amt.
1	9900070	- Body 15'0" EDGE-RC/CS-56-46-46 - - 56" 3/16" Hardox 450 Front w/CS hoist doghouse, 46" 3/16" Hardox 450 radius sides (no pockets), 46" 3/16" Hardox 450 Tailgate, 1/4" Hardox-450 Floor, 8" I-Beam Longs ills, Air-trip ready linkage, unpainted.	\$17,720.00	\$17,720.00
1	9901704	- Painting of Dump Body; includes media blasting of entire exterior & understructure, Urethane Primed, & Urethane Top Coat s applied. CAB MATCH (ORANGE). Understructure is seam sealed, and painted GlossBlack.	\$4,673.00	\$4,673.00
1	9901701	- Installation of Dump Body to hoist	\$2,420.00	\$2,420.00
1	9900145	- Body acc'y TMTE Air trip kit, w/solenoid valve,	\$505.00	\$505.00
1	9901702	- Installation of air operated tailgate latch kit, with solenoid valve in hydraulic valve enclosure.	\$472.00	\$472.00
1	9900147	- Body acc Box Vibrator - Cougar model DC3200	\$866.00	\$866.00
1	9901703	- Installation of Box Vibrator, with solenoid located in hydraulic valve enclosure.	\$549.00	\$549.00
1	9900155	- Cabshield, 1/2 type Stationary Free-Standing style, w/painted CARBON STEEL canopy, Hot-Dipped Galvanized tubing tion support stand, (2) shovel holders, & reserrior mounts, Installed.	\$3,098.00	\$3,098.00
1	9900206	- Ladder Flip-A-Way Access ladder Pkg (Carbon Steel), Including Grab Handle above, and Interior Step, ea, Installed	\$737.00	\$737.00

--- Continued ---

Accepted by

Date

Price:

Total Discounts:

Net Cost:

Freight

Total:



TOWMASTER, 61381 US HWY 12, LITCHFIELD, MN 55355
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BECKER COUNTY HIGHWAY DEPT.				BECKER COUNTY HIGHWAY DEPT.	
1771 N TOWER ROAD				1771 N TOWER ROAD	
DETROIT LAKES		MN 56501	USA	DETROIT LAKES	MN 56501

ATTN: JONA JACOBSON

PO#	Salesman	Terms	Created	Last Revised	Appx Comp
	JOSH PAULSON	NET 30 DAYS	5/21/25	5/21/25	8/05/21

Serial No.

LOCATED: LH FRONT AREA OF SIDE PANEL

1	9900211 - Body acc'y Dual "split" sander manifolds in rear corner posts	\$534.00	\$534.00
1	9904246 - Light Warning TMTE1SS-3 PKG: (2) STAINLESS STEEL 23H 3-light LED Micro-Edge, (2) 5M-400 Super-LED, (2) Side TIR3 LED, (2) 400 Max B-T-T LED, & (2) 400 LED BU Lights, in Stainless M Housings, (1) TIR3 LED Wing light, and (2) 4" LED work lights Installed	\$5,821.00	\$5,821.00
2	9902519 - Light WHELEN MICRO PIONEER spot light, Installed **NOTE: TO BE MOUNTED (1) PER SIDE ON CABSHIELD STROBE TUBES, USED FOR FOG LIGHTS, WIRED TO SWITCH ON DASH.	\$843.00	\$1,686.00
1	9905778 - Light Mirror Mounted ABL 3800 LED HEAD LAMP PLOW LIGHTS W/ICE MELTING TECHNOLOGY Installed	\$1,567.00	\$1,567.00
1	9900267 - Fender set Minimizer M400, for Tandem Axle, black Poly, Installed	\$1,839.00	\$1,839.00
1	9904080 - Fenders Option, Quick Remove Fender Mounts in lieu of Std	\$948.00	\$948.00
1	9904691 - INSTALLATION of (Initial) Single camera system **NOTE: MOUNTED FOR WING OPERATION VIEWING WIRED AS DEFAULT AND TO REVERSE CIRCUIT TO ACTIVATE WHEN SHIFTED INTO REVERSE	\$471.00	\$471.00
1	9904692 - Camera System option, NORTECH 9100-2HC 120 degree night vision CCD weather-proof HEATED camera, only GEN 5 6100	\$182.00	\$182.00
1	9904693 - Camera System option, NORTECH 9100-4 Harness, 65' Waterproof GEN 5 6100	\$195.00	\$195.00

--- Continued ---

Accepted by

Date

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TOWMASTER, 61381 US HWY 12, LITCHFIELD, MN 55355
PH: 320-693-7900 FX: 320-693-7921 TF: 800-462-4517
TOWMASTERTRUCK.COM

Reference No.

QT 96359

**** QUOTATION ****

Ship To: Cust: 2903 Phone:
BECKER COUNTY HIGHWAY DEPT.
1771 N TOWER ROAD

Bill To: Phone:
BECKER COUNTY HIGHWAY DEPT.
1771 N TOWER ROAD

DETROIT LAKES MN 56501 USA

DETROIT LAKES MN 56501

ATTN: JONA JACOBSON

PO#	Salesman	Terms	Created	Last Revised	Appx Comp
	JOSH PAULSON	NET 30 DAYS	5/21/25	5/21/25	8/05/21
Serial No.					

1 9905502 - PreCise ARC Sensor Mount #1126929, only GEN 5 6100	\$80.00	\$80.00
1 9905835 - PreCise ARC Sensor #1117640, only, for Wireless GEN 5 CONTROLLER Applications (LESS MTG BRKT), installed INSTALLED	\$770.00	\$770.00
1 9900297 - Pre-Wet Towmaster/Varitech LDS-TMR-190-EGF Body Side Mt Sys for Elliptical body. (2) 95 gal tanks, mtg hardware, plumbi ng, Electric Gravity Feed valve	\$4,730.00	\$4,730.00
1 9902483 - Installation of TMR pre-wet system (New Towmaster Body)	\$1,411.00	\$1,411.00
1 9900317 - Hoist Towmaster/MAILHOT CS130-5.5-3 DOUBLE ACTING	\$5,105.00	\$5,105.00
1 9901711 - Installation of Telescopic DOUBLE acting hoist	\$2,161.00	\$2,161.00
1 9900311 - Hoist TMTE 48" Stabilizer	\$2,615.00	\$2,615.00
1 9902503 - Installation of TMTE Stabilizer & Safety Props	\$743.00	\$743.00
1 9902920 - Scraper FALLS IB-11A 1" MB, w/single lift cylinder, LESS CUTTING EDGES	\$9,106.00	\$9,106.00
1 9903276 - VBL PolarFlex 3' Underchassis Complete System (includes bolts & nuts)	\$883.00	\$883.00
2 9903277 - VBL PolarFlex 4' Underchassis Complete System (includes bolts & nuts)	\$1,178.00	\$2,356.00
1 9901705 - Installation of underbody fixed angle scraper w/single lift cylinder	\$3,887.00	\$3,887.00

--- Continued ---

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BECKER COUNTY HIGHWAY DEPT.				BECKER COUNTY HIGHWAY DEPT.	
1771 N TOWER ROAD				1771 N TOWER ROAD	
DETROIT LAKES		MN 56501	USA	DETROIT LAKES	MN 56501

ATTN: JONA JACOBSON

PO#	Salesman	Terms	Created	Last Revised	Appx Comp
	JOSH PAULSON	NET 30 DAYS	5/21/25	5/21/25	8/05/21
Serial No.					

1	9904232 - Scraper FORCE Electric pressure transmitter to read on LCD screen, installed	\$429.00	\$429.00
1	9900351 - Scraper FORCE reverse/Auto-Lift system, ADD-A-FOLD valve, installed	\$538.00	\$538.00
1	9902948 - Wing Falls RHSDL10A-HYDPB Primed LESS CUTTING EDGES	\$15,058.00	\$15,058.00
1	9900388 - Installation Falls SDL Series Wing - w/Bulkhead Couplers	\$6,655.00	\$6,655.00
1	9901431 - Wing Falls RL (REAR LIFT) up charge SDL WING	\$649.00	\$649.00
1	9904688 - Wing Falls POST-LESS Toe Lift in lieu of Std Front post/slide system		
1	9900477 - Wing Falls Hwy Orange - Paint Moldboard	\$465.00	\$465.00
1	9900555 - Plow Hitch Falls 44XB2/STD/STD/SA/SPR-RET/HITCH	\$4,478.00	\$4,478.00
1	9900546 - Plow Hitch Falls V-Plow Ears added	\$277.00	\$277.00
1	9900589 - Installation Falls Plow Hitch - 40 Series 3Line/STDBLKHD	\$2,626.00	\$2,626.00
1	9903091 - Plow Falls RH312R/SPR-TRP/NOSHU/PRI-E1/7GA LESS CUTTING EDGES	\$10,393.00	\$10,393.00
1	9900625 - Plow Push Unit Falls 24/44 Series Std	\$1,312.00	\$1,312.00
1	9900639 - Plow Falls Rubber Belt Deflector Kit - Installed	\$509.00	\$509.00
1	9900679 - Plow Falls Hwy Orange Paint, Rev Plow, w/installation	\$618.00	\$618.00

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Accepted by

Date

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TOWMASTER, 61381 US HWY 12, LITCHFIELD, MN 55355
PH: 320-693-7900 FX: 320-693-7921 TF: 800-462-4517
TOWMASTERTRUCK.COM

Reference No.

QT 96359

**** QUOTATION ****

Ship To: BECKER COUNTY HIGHWAY DEPT. 1771 N TOWER ROAD DETROIT LAKES MN 56501 USA	Cust: 2903 Phone: DETROIT LAKES MN 56501	Bill To: BECKER COUNTY HIGHWAY DEPT. 1771 N TOWER ROAD DETROIT LAKES MN 56501	Phone: DETROIT LAKES MN 56501
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ATTN: JONA JACOBSON

PO#	Salesman	Terms	Created	Last Revised	Appx Comp
	JOSH PAULSON	NET 30 DAYS	5/21/25	5/21/25	8/05/21
Serial No.					

1 9900730 - Plow Falls SCR-ADJ/SHOE/REV-PLW/STD	\$893.00	\$893.00
2 9902871 - VBL 3/4" x 6" - 3' w/25° Tungsten Carbide Insert, Std Punch, Flat Blade **NOTE: FOR WING APPLICATION	\$234.00	\$468.00
4 9902872 - VBL 3/4" x 6" - 4' w/25° Tungsten Carbide Insert, Std Punch, Flat Blade **NOTE: (3) FOR PLOW, & (1) FOR WING APPLICATION	\$335.00	\$1,340.00
1 9900757 - Hitch TMTE Heavy Duty plate assembly,	\$623.00	\$623.00
1 9901716 - Hitch Installation of Pup Hitch (weld in style) **NOTE: HITCH PLATE FACE TO BE LOCATED: (SEE PREVIOUS EXAMPLE FOR LOCATIO	\$1,253.00	\$1,253.00
1 9900764 - Hitch PREMIER 2300 Air Cushion Pintle, installed **NOTE: 20" GROUND TO BOTTOM OF SADDLE	\$1,311.00	\$1,311.00
1 9902493 - Hitch 7 contact Standard Round Pin Std socket installed	\$164.00	\$164.00
1 9900769 - Hitch TMTE Pup hyd line w/std Coupler & pup trip switch pkg, installed	\$865.00	\$865.00
1 9900773 - Hitch Furnish and install gladhands on truck	\$296.00	\$296.00
1 9906281 - Hitch Gladhand Whip Hoses installed	\$283.00	\$283.00
1 9900800 - Sander Falls 1ASD9SS-6P-1D-1S, Std 9" x 6" Auger, Stainless Steel Unit, LH (or RH) Discharge, Berm Chute, Single Poly Sp inner Ass'y, Complete	\$6,799.00	\$6,799.00

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Accepted by

Date

Price:

Total Discounts:

Net Cost:

Freight

Total:



TOWMASTER, 61381 US HWY 12, LITCHFIELD, MN 55355
PH: 320-693-7900 FX: 320-693-7921 TF: 800-462-4517
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Reference No.

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**** QUOTATION ****

Ship To: Cust: 2903 Phone:
BECKER COUNTY HIGHWAY DEPT.
1771 N TOWER ROAD

Bill To: Phone:
BECKER COUNTY HIGHWAY DEPT.
1771 N TOWER ROAD

DETROIT LAKES MN 56501 USA

DETROIT LAKES MN 56501

ATTN: JONA JACOBSON

PO#	Salesman	Terms	Created	Last Revised	Appx Comp
	JOSH PAULSON	NET 30 DAYS	5/21/25	5/21/25	8/05/21

Serial No.

Qty	Part No.	Description	Price Ea.	Net Amt.
1	9901718	- Sander Install & dual manifold RH & LH rear	\$1,507.00	\$1,507.00
1	9900823	- Sander TMTE Exterior (removable) sander/tailgate spill plates, Stainless Steel	\$624.00	\$624.00
1	9900851	- Valve System, Force Add-A-Fold MCV-ISO Valve 9 Functions , INSTALLED	\$17,211.00	\$17,211.00
**NOTE: BOX HOIST, PLOW LIFT, PLOW ANGLE, WING TOE, WING HEEL, WING PUSH-BAR, SCRAPER LIFT, AUGER, SPINNER, & PUP (SEE LINE ITEM ADDER BELOW - - 10 TOTAL FUNCTIONS)				
1	9900998	- Valve Force PUP HOIST Section ADD-A-FOLD, Includes extra section & harness provision	\$1,499.00	\$1,499.00
1	9902501	- Control System Force ULTRA-5-6100 Commander control, Installed	\$17,720.00	\$17,720.00
1	9900882	- Reservoir TMTE 31 Gal Cabshield mt (stainless steel) w/intank filter INCLUDED, installed	\$4,267.00	\$4,267.00
1	9900888	- Pump Force FASD45L LS (6 ci) installed	\$6,416.00	\$6,416.00
1	9900893	- Valve Force Cable pull-off (for use w/telescopic hoist) installed	\$758.00	\$758.00
1	9900871	- Switch TMTE BODY UP Installed (electric controls only)	\$288.00	\$288.00
1	9900884	- Sensor Force Low oil indicator system, SLIM-LINE AND CABSHIELD MOUNTED w/light mounted in cab, installed	\$334.00	\$334.00
1	9905014	- Hydraulic Valve Hose Guard installed	\$296.00	\$296.00

--- Continued ---

Accepted by

Date

Price:

Total Discounts:

Net Cost:

Freight

Total:



TOWMASTER, 61381 US HWY 12, LITCHFIELD, MN 55355
PH: 320-693-7900 FX: 320-693-7921 TF: 800-462-4517
TOWMASTERTRUCK.COM

Reference No.

QT 96359

**** QUOTATION ****

Ship To: **Cust:** 2903 **Phone:**
BECKER COUNTY HIGHWAY DEPT.
1771 N TOWER ROAD

Bill To: **Phone:**
BECKER COUNTY HIGHWAY DEPT.
1771 N TOWER ROAD

DETROIT LAKES MN 56501 USA

DETROIT LAKES MN 56501

ATTN: JONA JACOBSON

PO#	Salesman	Terms	Created	Last Revised	Appx Comp
	JOSH PAULSON	NET 30 DAYS	5/21/25	5/21/25	8/05/21
Serial No.					

1 WARRANTY - TOWMASTER EXCLUSIVE WARRANTY: 5 yr Steel/Stainless Steel

Body Structure; 5 yr Whelen LED Light Systems; 3 yr Palfinger

Hoists; 4 yr SwapLoader Hoists; 1 year Swenson Spreaders, 2 yr Hyd,

FALLS Snow Equip, Tele Hoists, and all other items.

Accepted by

Date

Price: \$187,352.00

Total Discounts:

Net Cost: \$187,352.00

Freight

Total: \$187,352.00

Capital Improvement Expenditure Request Form

Date Requested: December 2nd, 2025

Department: Highway

Department Head: Jim Olson, P.E.

Capital Improvement Request: 2026 Chevrolet 3500 SRW 4x4 Crew Cab – Karl Chevrolet (state bid)
And V-plow from Jeff's Muffler in Detroit Lakes

Request Amount: Truck =\$54,112 Includes TTL VPlow = \$10,391
Total Request = \$64,503

EXPLANATION OF THE REQUEST

Purpose/Need: This pickup will replace a 2002 Chevrolet 2500 with approximately 150,000 miles. The new vehicle will be used in maintenance by the Maintenance Superintendent. Heavy duty pickup is needed for the plow and service tank.

Savings Achieved (Dollar Amount/Time/ Efficiency): Replacing older vehicles will reduce maintenance and repair costs. The 2002 Chevrolet will be sold on auction at a later date.

Are There Sufficient Funds In Your Budget? Yes

Was This In Your 5-Year Capital Improvement Plan? Yes. – Budgeted \$75,000 for 2026

Action Taken (If different than request): _____

Date Request Completed: _____

* This form must be completed and sent to the County Administrator for any request of Capital Improvement Purchase.



KARL AUTOMOTIVE GROUP

JACOB MADSEN | 5156453634 | J.MADSEN@KARLCHEVROLET.COM

Lee

Vehicle: [Fleet] 2026 Chevrolet Silverado 3500HD (CK30943) 4WD Crew Cab 172" Work Truck



KARL AUTO GROUP is proud to be your #1 Government Chevrolet Vehicle Dealer in Iowa for several years in a row. We are the only Government Dealer in Iowa to provide you a full time staff dedicated solely to government entities and their needs. We can assist you with all of your vehicle needs to include "turn-key" solutions and custom upfitting, saving you time and money with our own Karl Emergency Vehicles. Thank you for the opportunity to earn your business.

3 MONTH OVER

\$50,715
+6.9% TAX
Page 48 of 78



KARL AUTOMOTIVE GROUP

JACOB MADSEN | 5156453634 | J.MADSEN@KARLCHEVROLET.COM

KARL AUTOMOTIVE GROUP

Dealership Information

KARL AUTO GROUP

JACOB MADSEN

515-645-3634

J.MADSEN@KARLCHEVROLET.COM


Prepared By:

JACOB MADSEN

KARL AUTOMOTIVE GROUP

5156453634

J.MADSEN@KARLCHEVROLET.COM

 At the user's request, prices for this vehicle have been formulated on the basis of Initial Pricing for the vehicle, however GM cannot guarantee that Initial Pricing is available. This document contains information considered Confidential between GM and its Clients uniquely. The information provided is not intended for public disclosure. Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided.
Data Version: 26439. Data Updated: Sep 9, 2025 6:57:00 PM PDT.



KARL AUTOMOTIVE GROUP

JACOB MADSEN | 5156453634 | J.MADSEN@KARLCHEVROLET.COM

Vehicle: [Fleet] 2026 Chevrolet Silverado 3500HD (CK30943) 4WD Crew Cab 172" Work Truck (Complete) (✔)

Price Summary

PRICE SUMMARY		
	Invoice	Invoice
Base Price	\$50,421.80	\$50,421.80
Total Options	\$2,106.65	\$2,106.65
Vehicle Subtotal	\$52,528.45	\$52,528.45
Dealer Advertising Adjustment	\$0.00	\$0.00
Destination Charge	\$2,595.00	\$2,595.00
Grand Total	\$55,123.45	\$55,123.45

ⓘ At the user's request, prices for this vehicle have been formulated on the basis of Initial Pricing for the vehicle, however GM cannot guarantee that Initial Pricing is available. This document contains information considered Confidential between GM and its Clients uniquely. The information provided is not intended for public disclosure. Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided.
Data Version: 26439. Data Updated: Sep 9, 2025 6:57:00 PM PDT.



KARL AUTOMOTIVE GROUP

JACOB MADSEN | 5156453634 | J.MADSEN@KARLCHEVROLET.COM

Vehicle: [Fleet] 2026 Chevrolet Silverado 3500HD (CK30943) 4WD Crew Cab 172" Work Truck (✓
Complete)

Quote Worksheet

	MSRP
Base Price	\$53,300.00
Dest Charge	\$2,595.00
Total Options	\$2,315.00
Subtotal	\$58,210.00
GOV DISCOUNT	(\$3,900.00)
UPFITTER INSTALL	\$395.00
REMOTE START	\$395.00
Subtotal Pre-Tax Adjustments	(\$3,110.00)
Less Customer Discount	(\$4,385.00)
Subtotal Discount	(\$4,385.00)
Trade-In	\$0.00
Excluded from Sales Tax	Subtotal Trade-In
	\$0.00
	Taxable Price
	\$50,715.00
Sales Tax	\$0.00
Subtotal Taxes	\$0.00
Subtotal Post-Tax Adjustments	\$0.00
Total Sales Price	\$50,715.00

Dealer Signature / Date

Customer Signature / Date

Ⓕ At the user's request, prices for this vehicle have been formulated on the basis of Initial Pricing for the vehicle, however GM cannot guarantee that Initial Pricing is available. This document contains information considered Confidential between GM and its Clients uniquely. The information provided is not intended for public disclosure. Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided.
Data Version: 26439. Data Updated: Sep 9, 2025 6:57:00 PM PDT.

Low

JEFF'S MUFFLER & AUTO REPAIR

812 8TH STREET SE
DETROIT LAKES,, MN 56501
(218) 846-9318

9/17/2025 9:14:00 AM CDT **Estimate #15267** Page:1

BECKER COUNTY HWY DEPT **Phone:**

Vehicle : No Vehicle
VIN :
Fleet #/Driver :
Created : 9/17/2025 8:35:09 AM CDT

Labor/Notes		Price
Technician	Description	
	INSTALL PLOW, WIRING	\$800.00

Parts				
Code	Description	Condition	Unit Price	Price
	8'6"SS HDV-PLOW		\$9,200.00	\$9,200.00
	HDV 10" DEFLECTOR KIT		\$375.99	\$375.99

Labor	\$800.00
Parts	\$9,575.99
Shop Supplies/EPA	\$15.00

Estimate	\$10,390.99
PAYMENT	\$0.00
BALANCE DUE	\$10,390.99

I hereby authorize the repair work herein set forth to be done along with the necessary material and agree that you are not responsible for loss or damage to vehicle or articles left in vehicle in case of fire, theft or any other cause beyond your control. I hereby grant you and/or your employees permission to operate the vehicle herein described on streets, highways or elsewhere for the purpose of testing and/or inspection. An express garagekeeper's lien is hereby acknowledged on above vehicle to secure the amount or repairs thereto.

Customer Signature _____

Becker County

Economic Development Authority



To: Becker County Board of Commissioners

From: Cody Piper, Economic Development Authority

Date: December 2nd, 2024

Subject: Approval of Housing Management Services agreement between Becker County Economic Development Authority and Becker County with Midwest Minnesota Community Development Corporation ("MMCDC")

Memorandum:

Becker County Economic Development Authority has reviewed and recommended for approval a 1-year contract at the amount of \$221,000 for the management and reporting of Housing Operations and Programs. MMCDC has previously provided said service and the current contract expires December 31st, 2025. The description of services includes performing all functions and duties to administer the following projects:

1. Public Housing and Section 8 Housing Voucher Program
2. State funded properties, including MURL (Minnesota Urban and Rural Homesteading), LIHTC (Low Income Housing Tax Credit) and Long-term Homelessness
3. BCEDA owned properties
4. Others as deemed appropriate and agreed to in writing by each party
5. MMCDC will comply with all regulations of U.S. Department of Housing and Urban Development in the Annual Contributions Contract (ACC) of which Becker County grants limited authority to MMCDC for said programing as outlined; and MMCDC will comply with state regulations for state-funded properties.

PROPERTIES/PROGRAMS SUPPORTED: (Attached Contract)

CONTRACT HISTORY:

PERIOD	Annual Management Fee	Monthly Pay Amount
01/01/2024 – 12/31/2024	215,500	\$17,958.33
01/01/2025 – 12/31/2025	\$220,888	\$18,407.33
01/01/2026 – 12/31/2026	\$221,000	\$18,416.67

THROUGH: Housing Committee, Economic Development Authority.

ACTION: Approve recommendation for approval of the proposed contract (attached).

CONTRACT SERVICES AGREEMENT

BETWEEN

BECKER COUNTY ECONOMIC DEVELOPMENT AUTHORITY
(BCEDA) AS [GRANTEE]

AND

BECKER COUNTY AS [GRANTEE]

AND

MIDWEST MINNESOTA COMMUNITY DEVELOPMENT
CORPORATION (MMCDC)

FOR

HOUSING MANAGEMENT SERVICES

ADOPTED: 01/01/2026

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This agreement made and entered into this day [REDACTED] by and between Midwest Minnesota Community Development Corporation, hereinafter known as "MMCDC" with its principal office located at 119 Graystone Plaza, Suite 100, Detroit Lakes, MN 56501, County of Becker in the State of Minnesota and Becker County Economic Development Authority hereinafter known as "BCEDA" or "Grantee" with its principle office located at 915 Lake Ave, Detroit Lakes, MN 56501. This agreement shall replace in whole all previous Contracts for Management Services.

WHEREAS, the Grantee has applied for and received funds from the United States Department of Housing and Urban Development ("HUD") for public housing in accordance with the Annual Contributions Agreement; and

WHEREAS, the Grantee has received funding from the State of Minnesota for Minnesota Urban and Rural Homesteading ("MURL") program, Low Income Housing Tax Credits ("LIHTC"), and long-term Homeless housing; and

WHEREAS, the Grantee wishes to engage the MMCDC to assist the Grantee in utilizing such funds; NOW, THEREFORE, it is agreed between the parties hereto that;

1. RECITALS

BCEDA is seeking services to manage its Housing Operations and MMCDC has agreed to manage said housing operations under the following terms and conditions:

2. DESCRIPTION OF SERVICES

BCEDA desires the services of MMCDC to perform all functions and duties to administer the following projects:

1. Public Housing and Section 8 Housing Voucher Program
2. State funded properties, including MURL (Minnesota Urban and Rural Homesteading), LIHTC (Low Income Housing Tax Credit) and Long-term Homelessness
3. BCEDA owned properties
4. Others as deemed appropriate and agreed to in writing by each party
5. MMCDC will comply with all regulations of U.S. Department of Housing and Urban Development in the Annual Contributions Contract (ACC) of which Becker County grants limited authority to MMCDC for said programing as outlined; and MMCDC will comply with state regulations for state-funded properties.

3. RESPONSIBILITIES

MMCDC will provide the following services to BCEDA:

1. Perform all clerical duties, including routine day-to-day office functions.
2. Perform fiscal duties, including collection of revenues, processing rental payments and accounts payable.
3. Complete all required reporting to HUD, MHFA and any other funders as applicable.
4. Maintain files on each property owned by BCEDA and provide access upon request.
5. Provide monthly financial statements to Becker County, including monthly operating reports, revenue and expense summary.
6. Provide an annual update to the BCEDA Board on the operations and status of all programs and facilities. Provide all other updates as agreed to by MMCDC and BCEDA.
7. Perform full management of all BCEDA properties following in compliance with BCEDA Housing Admissions and Occupancy Policies, prepared by MMCDC and approved by BCEDA annually.
8. Maintain and update all policies and procedures for the operations of said programs to maintain compliance with said contracts and service agreements as approved by BCEDA.
9. Maintain compliance on all properties and landlord/tenant obligations under lease agreements.
10. Conduct property inspections required by HUD and MHFA, including annual inspections and others as appropriate.
11. Maintain all properties in a decent, safe and sanitary condition. Including emergency repairs necessary to secure property and provide immediate notice to BCEDA.
12. Provide and maintain a long-term capital plan for said programs and facilities.
13. Provide recommendations for improvement and modifications to BCEDA owned properties.
14. Explore and recommend future partnerships that can enhance affordable housing.
15. Have at least one MMCDC representative attend monthly BCEDA Board meetings to provide said reports and updates.
16. Complete Housing Quality Standard inspections for all Housing Voucher participants ensuring compliance on all units under contract.
17. Supply all Housing related information required for the annual BCEDA Audit.
18. Provide all reimbursement or payment to Becker County within 90 days of receipt of said funds.
19. Provide account access to HUD, REAC, and reporting software.

BCEDA will:

1. Maintain insurance on all properties owned.
2. Maintain ownership of all properties.
3. Allow MMCDC access to BCEDA files stored in the courthouse as needed in order for MMCDC to perform its management duties.
4. Assist MMCDC in matters that arose prior to MMCDC's contract of management services.
5. Provide all reimbursement or payment to MMCDC within 90 days of receipt of said funds.

4. MANAGEMENT FEES

It is expressly agreed and understood that the total amount to be paid by the Grantee under this Agreement shall not exceed the agreed to terms unless agreed to in writing.

Expenses for general administration shall also be paid against the budgets and in accordance with performance.

BCEDA agrees to pay a management fee to MMCDC for services performed. Payments will be due the first day of each month: If MMCDC is unable to meet timely obligations per the contract, reasoning for said delay will be communicated to the BCEDA.

PERIOD	ANNUAL MANAGEMENT FEE	MONTHLY PAY AMOUNT
01/01/2026 – 12/31/2026	\$221,000	\$18,416.67

5. TERM AND TERMINATION

The term of the contract shall commence on January 01, 2026 and shall continue in full force and effect except as stated below through December 31, 2026. BCEDA will annually review management services and compliance of management services contract during the August 2026 EDA regular meeting.

This contract may be terminated for any reason by either party by providing the other party with one hundred eighty (180) days written notice of its intent to terminate. Either party may terminate this contract immediately by giving the other party written notice in the event of the other's insolvency, fraud, willful misconduct, or substantial breach of any of the terms and provisions of this contract.

This agreement shall be deemed to have been executed in Detroit Lakes, Minnesota and shall be governed by and construed in accordance with the laws of the State of Minnesota and Federal Regulations in which it is regulated.

6. INSURANCES

1. Defense and Indemnification. Each party shall be liable for its own acts to the extent provided by law and hereby agrees to defend, indemnify and hold harmless the other parties, and their officials, officers, employees, agents and representatives, from and against any and all claims, costs, losses, expenses, demands, actions, or causes of action, including attorneys' fees and other costs and expenses of litigation, which may be asserted against or incurred by a party or its officials, officers, employees, agents and representatives, which arise from the gross negligence, willful misconduct, or fraud of the party.
2. Liability Insurance. Each party shall maintain appropriate liability insurance. MMCDC liability insurance provides for \$1 million per occurrence and \$5 million in umbrella coverage.

7. GENERAL

"General Compliance"

The MMCDC agrees to comply with the requirements of the Annual Contributions Contract (ACC) and the BCEDA Public Housing Admissions and Occupancy Policies, as approved annually, and State housing programs related to MURL, LIHTC and Long-term Homeless.

"Independent Contractor"

1. Nothing contained in this Agreement is intended to, or shall be construed in any manner, as creating or establishing the relationship of employer/employee between the parties. The MMCDC shall at all times remain an "independent contractor" with respect to the services to be performed under this Agreement. The Grantee shall be exempt from payment of all Unemployment Compensation, FICA, retirement, life and/or medical insurance and Workers' Compensation Insurance, as the MMCDC is an independent contractor.

"General Conditions"

1. This Agreement may be executed in several counterparts each of which shall be deemed to be an original and all such counterparts when taken together shall constitute one in the same instrument.
2. MMCDC agrees to conduct its operation by industry and professional standards and comply with all Federal and State laws and regulations applicable to the services it performs for BCEDA pursuant to this Agreement, and warrants that at all times during this Agreement it is authorized, certified, licensed, or otherwise approved by all applicable State and Federal authorities having jurisdiction over the business of MMCDC to perform the services described in this Agreement.
3. Purchases and services performed in this agreement shall be governed by the Procurement Policy of Becker County **unless further subject to state or federal regulations.**
4. Authorized County Agent: The County's authorized agent for the purpose of administration of this Agreement is the EDA Specialist or in their absence the President of the BCEDA and the County Administrator or in their absence the authorized agent of the County. Said agent(s) shall have final authority for approval and acceptance of MMCDC's services performed under this Agreement and shall further have responsibility for administration of the terms and conditions of this Agreement.
5. All notices under this Agreement shall be sent to the persons and addresses indicated below.
6. Amendments: No amendments or variations of the terms and conditions of this Agreement shall be valid unless in writing and signed by the parties.
7. Assignability: MMCDC's rights and obligations under this Agreement are not assignable or transferable.
8. Data: All documents, software, writing, data and including reports and all other work products produced by MMCDC pursuant to this Agreement shall become and shall remain the absolute property of BCEDA. Furthermore, any data or materials, including, but not limited to, reports, studies,

photographs, negatives, or any and all other documents prepared by MMCDC in the performance of MMCDC's obligations under this Agreement shall be the exclusive property of Becker County, and any such data and materials shall be remitted to the County by MMCDC upon completion, expiration, or termination of this Agreement within 15 business days of the termination of this agreement. Further, any such data and materials shall be treated and maintained by MMCDC in accordance with applicable federal, state and local laws regarding data privacy.

9. In the event that legal proceedings are necessary for MMCDC to enforce compliance of subject programs and services provided by MMCDC, MMCDC agrees to first seek written authorization from BCEDA. After BCEDA provides written authorization to utilize legal proceedings, MMCDC is authorized to employ an attorney, and to act as an intermediary conducting investigation, monitoring the attorney progress, receiving remittances.
10. This Agreement contains the entire understanding of the parties with respect to the subject matter of the Agreement, and it supersedes all prior understandings and agreements whether written or oral, and all prior dealings of the parties with respect to the subject matter hereof. This Agreement in whole or in part cannot be changed, modified, extended or discharged orally and no waiver of compliance with any provision or condition hereof and no consent provided herein shall be effective unless evidenced by an instrument in writing duly executed by the party against whom the enforcement of any waiver, change, modification, extension, or discharge is sought.
11. The Becker County Auditor-Treasurer reserves the right to request or verify any financial claims, disputes, or requests relating to the services or purchases performed under this contract.

8. NOTICES

1. Notice Address. For the purpose of any notice or other communication under the Agreement, addresses are amended to be as follows:

Becker County Economic Development Authority
EDA Specialist
915 Lake Ave,
Detroit Lakes, MN 56501

And

Becker County
County Administrator
915 Lake Ave,
Detroit Lakes, MN 56501

And

Midwest Minnesota Community Development Corporation
Attn: President
119 Graystone Plaza, Suite 100,
Detroit Lakes, MN 56501

IN WITNESS WHEREOF, the parties below have here unto caused this Agreement to be executed as of the date first written above.

Midwest Minnesota Community Development Corporation

By: _____

Its: _____

Date: _____

And

Becker County Economic Development Authority

By: _____

Its: _____

Date: _____

And

Becker County Administrator

By: _____

Its: _____

Date: _____

Appendix A

Compliance References:

- Annual Contributions Contract
- State of Minnesota Housing
- BCEDA Admissions and Continued Occupancy Policies
- BCEDA Section 8 Administrative Plan
- Becker County Procurement Policy

*Policies updated as needed by applicable agencies and requirements.

Appendix B

BCEDA owned and managed properties and programs:

<u>Street Address</u>	<u>City, State, Zip</u>
210 Wisconsin Street	Callaway, MN 56521
302 Garfield Lane	Lake Park, MN 56554
515 7 th Street	Audubon, MN 56511
473 3rd Street	Audubon, MN 56511
24678 E Munson Drive	Detroit Lakes, MN 56501
21702 Black Beauty Lane	Detroit Lakes, MN 56501
201 Dakota Street	Callaway, MN 56521
16465 Highland Drive	Detroit Lakes, MN 56501
18126 324th Avenue	Detroit Lakes, MN 56501
488 8th Street	Audubon, MN 56511
105 Maple Ave West	Frazee, MN 56544
16914 Sharon Avenue	Detroit Lakes, MN 56501
13077 Merry Meadow Lane	Detroit Lakes, MN 56501
27657 County Road 141	Detroit Lakes, MN 56501
2064 2nd Street	Lake Park, MN 56554
340 Falcon Street	Audubon, MN 56511
108 Ash Ave W	Frazee, MN 56544
14782 Leisure Drive	Detroit Lakes, MN 56501
5009 5th Street	Lake Park, MN 56554
24848 East Munson Drive	Detroit Lakes, MN 56501
1225 Riverside Drive	Detroit Lakes, MN 56501
1230 Riverside Drive	Detroit Lakes, MN 56501
824 Willow Springs	Detroit Lakes, MN 56501
1116 Hwy 34 East	Detroit Lakes, MN 56501
26100 N Tower Road	Detroit Lakes, MN 56501

West River Townhomes

341 - 365 11th Ave	Detroit Lakes, MN 56501
--------------------	-------------------------

Maple Avenue Apartments

401 W Maple Ave #101 - #206	Frazee, MN 56544
-----------------------------	------------------

Other

201 East Willow	Detroit Lakes, MN 56501
1120 8th St SE	Detroit Lakes, MN 56501
32267 State Highway 34	Detroit Lakes, MN 56501
14772 Leisure Drive	Detroit Lakes, MN 56501

MURL – Minnesota Urban and Rural Homesteading

526 6 th St	Audubon, MN 56511
3012 3 rd St	Lake Park, MN 56554
107 Maple Ave E	Frazee, MN 56544
2058 2 nd St	Lake Park, MN 56554
24612 310 th Ave	Callaway, MN 56521

Section 8 Housing Choice Voucher Program

Becker County

Economic Development Authority



To: Becker County Board of Commissioners
From: Cody Piper, Economic Development Authority
Date: December 2nd, 2024
Subject: Minnesota Cities Participation Program

Memorandum:

Becker County is partnering with Minnesota Housing again to help first-time homebuyers in Becker County have access to affordable loans and down payment assistance, making homeownership more attainable.

- Becker County EDA applied (as we have done in the past several years) for the Minnesota Cities Participation Program (MCP) so eligible buyers located within Becker County can receive downpayment and closing costs assistance through 2024.
- First-time homebuyers access the program through a local Minnesota Housing participating lender which can be found on the Minnesota Housing website at www.mnhousing.gov, search **"Find a Lender"**. Buyers have access to downpayment and closing cost loans if needed. Most lenders know the program as Start Up.
- Start Up offers fixed interest rates and downpayment and closing cost loans up to **\$18,000** for eligible first-time homebuyers.
- Visit Minnesota Housing's website at www.mnhousing.gov for more information on the Start Up program.

Financial Impact: None

Through

- a. Housing Committee
- b. Economic Development Authority

Action: None/Informational

Minnesota Housing 2026 Minnesota City Participation Program (MCP) Application

Minnesota Housing must receive your application by email between January 2-15, 2026 at 5:00

Please provide all the information below.

Agency Contact Information

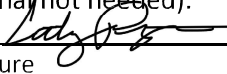
Agency Name: Becker County Economic Development Authority (EDA/HRA)
Contact Person: Cody Piper
Mailing Address: 915 Lake Ave Physical Address: 915 Lake Ave
City: Detroit Lakes State: MN Zip: 56501 Website: https://www.co.becker.mn.us
Phone #: 218-846-7330 E-Mail: cody.piper@co.becker.mn.us

Administrative Information

- Check agency type: ☐ City ☐ City HRA/CDA/EDA ☒ County HRA/ ☐ Port Authority
☐ Multi-County HRA: Receive single allocation for all counties within your jurisdiction
☐ Consortium of local government units applying jointly by agreement (please submit evidence of agreement with this application, even if you provided one in previous years).
- List the legal name(s) of all cities and counties where the funds will be utilized. For county and multicounty applications, only list the counties.
Becker County, MN
- Check the box below to confirm this statement:
☒ MCPP helps the community meet an identified housing need and the program is economically viable.
- Does your City (or County) offer a down payment program or other homeownership assistance?
☐ Yes ☒ No
If yes, list program names (For informational purposes only; does not impact your application status):

Signature

Provide authorized signature(s) from the organization submitting this application, including printed or typewritten name, title and phone number. Scan original and email application to mn.housing@state.mn.us (Original not needed).



Signature

Cody Piper

Name (Print)

EDA Director

Title

Phone number or check here if same as above. ☒

E-mail or check here if same as above. ☒

Program and Contact Information

Minnesota Statute sets Borrower Income Limits and House Purchase Price Limits. Minnesota Housing makes final determinations of the total amount of program funds available and individual allotments (in compliance with a per capita distribution method specified in statute).

Questions about MCPP or this application? Contact Greg Krenz at (651)297-3623 or greg.krenz@state.mn.us

**MINNESOTA HOUSING FINANCE AGENCY
MINNESOTA CITY PARTICIPATION PROGRAM**

**PROGRAM APPLICATION
COMMITMENT AGREEMENT**

THIS APPLICATION AND AGREEMENT (this “Agreement”) is between Becker County EDA (the “City”), with its office at 915 Lake Ave, Detroit Lakes, MN 56501 and Minnesota Housing Finance Agency (“Minnesota Housing”), with its office at 400 Wabasha Street North, Suite 400, St. Paul, MN 55102.

RECITALS:

A. Minnesota Housing, under the provisions of Minn. Stat. §474A.061, Subd. 2a is authorized to issue qualified mortgage bonds, as that term is used in the Internal Revenue Code of 1986, as amended (the “Code”), on behalf of the City, and it will issue bonds for that purpose (the “Bonds”).

B. The City applying to participate is a Minnesota city, county, city or county housing and redevelopment authority, economic development authority, port authority or a consortium of local government units, as defined by Minn. Stat. §474A.061, Subd. 2a(c) and Minn. Stat. §462C.02, subd. 6.

C. Minnesota Housing has implemented Minnesota Housing Finance Agency Minnesota City Participation Program (the “Program”) and will use a portion of the proceeds from the issuance of the Bonds to fund the Program.

D. The City has requested and received a set-aside of funds from the Program.

E. The City wishes to obtain a commitment by Minnesota Housing to direct Minnesota Housing’s designated Master Servicer (the “Master Servicer”) to purchase mortgage notes (“Mortgages”) that will be originated by a lender or lenders that meet Minnesota Housing requirements for participation in programs funded by qualified mortgage bonds (collectively, the “Lender”).

F. Mortgages that the Master Servicer purchases pursuant to the commitment requested by the City must only be for residences located within a geographic area to be established and designated by the City.

G. Minnesota Housing is willing to issue a commitment agreeing to purchase Mortgage-Backed Securities backed by Mortgages that are: (i) originated by the Lender; (ii) purchased by the Master Servicer; (iii) in accordance with the terms and conditions of this Agreement, the Program, and the Start Up Procedural Manual to be supplied by Minnesota Housing (the “Procedural Manual”), the provisions of which are hereby incorporated by reference into this Agreement as if set forth in full herein; and (iv) made to borrowers with adjusted incomes not exceeding the greater of 80 percent of statewide or area median income as calculated by Minnesota Housing.

NOW, THEREFORE, in consideration of the covenants contained in this Agreement, Minnesota Housing and the City agree as follows:

1. **City Requirements.** All Mortgages submitted to Minnesota Housing for purchase under the Program must comply with all of the requirements of the Program, the Procedural Manual and this Agreement.

2. **Commitment and Commitment Amount.** The City, which applied in January 2026 for a commitment, hereby requests that Minnesota Housing cause its Master Servicer to purchase Mortgages that have been originated by the Lender and meet the requirements of, and are made in accordance with the provisions of, this Agreement, the Program, and the Procedural Manual. Minnesota Housing, by accepting this Agreement, commits to the purchase of those Mortgages in the aggregate principal amount (the “Commitment Amount”) to be determined and allocated

by Minnesota Housing in accordance with Minnesota Statutes §474A.061, Subd. 2a(d), and provided to the City.

The Master Servicer will only purchase Mortgages pursuant to this Agreement securing property that, and borrowers who, satisfy the requirements and provisions of this Agreement, the Program, and the Procedural Manual. The City acknowledges that the commitment is effective upon the approval thereof by Minnesota Housing and the delivery of a copy of this Agreement by Minnesota Housing to the City.

3. **Lender Qualifications.** Lenders must meet Minnesota Housing requirements for participation in programs funded by qualified mortgage bonds.

4. **Commitment Term.** The term of this Agreement and the City's participation in the Program (the "Commitment Term") will commence on January 16, 2026 and shall continue through November 30, 2026. This Agreement, and the City's participation in the Program, will automatically terminate, without the need for any action by either party hereto, at the end of the Commitment Term.

5. **Set-Aside Term.** The Commitment Amount will be set-aside and held by Minnesota Housing for the sole use by the City for a period of time to be established by Minnesota Housing, in its sole option and discretion, provided, however, that time period will not be less than six months (the "Set-Aside Term") commencing on a date to be selected and specified by Minnesota Housing. Minnesota Housing will notify the City in writing of the date on which the Set-Aside Term commences.

Any portion of the Commitment Amount not reserved for the purchase of qualifying Mortgages as of the end of the Set-Aside Term shall be canceled and returned to Minnesota Housing for redistribution under the Program. In addition, any portion of the Commitment Amount reserved for Mortgages that are not delivered to the Master Servicer for purchase within the time period delineated in the Procedural Manual for that purchase, will be canceled and Minnesota Housing will redistribute that amount under the Program. Minnesota Housing may make any funds available to the Program at the end of the Commitment Term for mortgage loans that are eligible to be financed with proceeds of the Bonds.

6. **Commitment Fees.** There is no commitment fee payable by the City for the commitment by Minnesota Housing to the purchase by the Master Servicer of qualifying Mortgages.

7. **Purchase Price.** The purchase price of each Mortgage to be purchased by the Master Servicer pursuant to this Agreement will be as set forth in the requirements of the Procedural Manual and posted on Minnesota Housing's website.

8. **Mortgage Terms.** The terms and conditions for all Mortgages, including but not limited to the interest rate, will be set from time to time by Minnesota Housing, at its sole option and discretion, and communicated to the Lender in accordance with the procedures set forth in the Procedural Manual.

9. **Area Limitation.** Minnesota Housing, pursuant to this Agreement, is required to purchase only those Mortgages that are for residences located within a geographic area to be established and designated by the City.

10. **Servicing.** The servicing of Mortgages shall be the sole responsibility of the Master Servicer or one or more other entities that Minnesota Housing may designate in its sole discretion.

11. **Contract Documents.** The purchase by the Master Servicer of each Mortgage pursuant to Minnesota Housing's commitment is a contract consisting of this Agreement and the provisions and requirements contained in the Procedural Manual, with all amendments and supplements thereto in effect as of the date of Minnesota Housing's acceptance of this Agreement.

12. **Paragraph Captions and Program Headings.** The captions and headings of the paragraphs of this Agreement are for convenience only and will not be used to interpret or define the provisions thereof.

13. **Applicable Law.** This Agreement is made and entered into in the State of Minnesota, and all questions relating to the validity, construction, performance and enforcement hereof will be governed by the laws of the State of Minnesota.

14. **Agreement Conditional Upon Minnesota Housing Approval.** This Agreement will be a binding obligation of Minnesota Housing upon its execution by Minnesota Housing and delivery of a copy of the same to the City; provided, however, Minnesota Housing may, in its sole option and discretion, any time on or after January 16, 2026 revoke such obligation and terminate this Agreement if the City has not fully executed and returned a fully executed original hereof to Minnesota Housing. That revocation and termination will be accomplished and evidenced by Minnesota Housing notifying the City thereof by way of a "Certified Letter - Return Receipt Requested" addressed and delivered to the City. Upon revocation and termination this Agreement will be null and void and of no force or effect.

15. **Issuance of Bonds.** The City hereby authorizes Minnesota Housing to issue, on behalf of the City, qualified mortgage bonds, as that term is used in the Code, in an amount equal to the Commitment Amount, and Minnesota Housing agrees to issue those bonds if and when federal law authorizes and Minnesota Housing deems it is economically feasible to do so.

(THE REMAINING PORTION OF THIS PAGE IS INTENTIONALLY LEFT BLANK)

IN WITNESS WHEREOF, the City has executed this Agreement this _____ day of _____

_____, _____
(Month) (Year)

By: _____
(Signature of Authorized Officer)

Cody Piper

(Name of Authorized Officer)

By: _____
(Signature of Authorized Officer)

(Name of Authorized Officer)

Minnesota Housing APPROVAL

Minnesota Housing hereby accepts the above Program Application-Commitment Agreement and approves and grants participation in the program.

MINNESOTA HOUSING FINANCE AGENCY

By: _____
Kayla Schuchman

Its: Assistant Commissioner, Single-Family Division

Signed this ____ day of _____, 2026.

2025 MCPP Usage Report 1.16.2025 - 1.31.2025 (Applies to Start Up Program Loans Only)

For Informational Purposes Only

Applicant Name	Allocation Amount	Committed Loans	Committed Amount	*Usage Task	% of Usage	**Additional Start Up Loans		Step Up Loans		Fix Up Loans		Total Loan Activity		Downpayment and Closing Costs	
						Committed Loans	Committed Amount	Committed Loans	Committed Amount	Committed Loans	Committed Amount	Committed Loans	Committed Amount	% of First Mortgage	Total Amount of Loans
Aitkin	\$ 303,410	6	\$1,014,937	MET	335%	1	\$6,000	1	\$9,000	2	\$7,520	10	\$1,239,457	80%	\$ 118,500
Alexandria	\$ 282,610	4	\$809,015	MET	286%	1	\$289,030	0	\$ -	0	\$ -	5	\$1,098,045	100%	\$ 72,500
Anoka	\$ 6,994,947	109	\$29,472,101	MET	421%	18	\$ 5,544,659	28	\$ 9,101,006	22	\$ 768,652	177	\$44,886,418	86%	\$ 2,279,750
Becker	\$ 664,869	3	\$332,117	MET	92%	1	\$240,562	2	\$ 501,534	2	\$ 15,152	8	\$1,369,365	63%	\$ 2,000
Benton	\$ 297,758	2	\$506,825	MET	170%	1	\$271,503	0	\$ -	0	\$ -	3	\$778,326	100%	\$ 43,200
Blue Earth - City of	\$ 100,000	1	\$74,575	MET	75%	0	\$ -	0	\$ -	0	\$ -	1	\$74,575	100%	\$ 7,850
Blue Earth - County of	\$ 1,324,177	15	\$2,833,989	MET	214%	1	\$221,350	7	\$ 1,716,457	6	\$153,868	29	\$4,925,664	79%	\$ 319,971
Bluff Country HRA	\$ 755,623	6	\$583,230	MET	113%	0	\$ -	1	\$227,853	4	\$143,126	11	\$1,224,209	64%	\$ 100,000
Brockenridge	\$ 100,000	1	\$169,866	MET	170%	0	\$ -	0	\$ -	1	\$ 9,942	2	\$179,808	90%	\$ 14,000
Carver	\$ 2,135,248	17	\$4,125,605	MET	193%	0	\$ -	2	\$ 679,867	1	\$13,100	20	\$4,818,572	90%	\$ 282,500
Chippewa	\$ 532,606	15	\$2,121,810	MET	398%	0	\$ -	2	\$ 375,290	3	\$ 25,851	20	\$2,522,951	80%	\$ 218,571
Chicago	\$ 1,102,856	18	\$5,042,782	MET	457%	6	\$1,645,269	3	\$15,962	0	\$ -	27	\$7,504,013	100%	\$ 410,571
Clay	\$ 1,249,343	24	\$4,338,515	MET	247%	4	\$894,643	2	\$485,082	2	\$ 25,449	32	\$5,733,689	91%	\$ 391,150
Cloquet	\$ 238,654	7	\$1,303,055	MET	546%	4	\$779,339	2	\$49,048	0	\$ -	13	\$2,631,442	100%	\$ 179,622
Crow Wing	\$ 1,286,929	24	\$4,571,058	MET	355%	4	\$903,372	3	\$ 702,495	3	\$ 85,457	34	\$6,262,382	91%	\$ 449,200
Fairmont	\$ 193,870	10	\$1,263,898	MET	652%	1	\$265,109	0	\$ -	0	\$ -	11	\$1,529,007	100%	\$ 153,660
Fergus Falls & Perham HRAs	\$ 334,648	7	\$1,202,593	MET	359%	2	\$334,333	1	\$140,650	4	\$4,599	14	\$1,733,172	11%	\$ 132,300
Foley	\$ 100,000	5	\$873,300	MET	873%	0	\$ -	1	\$248,029	0	\$ -	6	\$1,121,329	100%	\$ 84,400
Freeborn County (Albert Lea admin)	\$ 574,885	21	\$3,312,025	MET	576%	1	\$204,250	3	\$448,965	0	\$ -	25	\$3,965,240	100%	\$ 358,750
Grant	\$ 115,663	7	\$932,571	MET	806%	0	\$ -	0	\$ -	1	\$ 27,977	8	\$960,548	88%	\$ 101,500
Headwaters Regional Dev. Commis	\$ 1,630,722	10	\$1,750,128	MET	107%	1	\$ 472,118	2	\$ 167,200	18	\$ 559,955	31	\$2,949,901	45%	\$ 191,370
Hennepin	\$ 16,282,349	217	\$53,471,510	MET	328%	17	\$ 5,023,975	44	\$14,122,115	41	\$1,296,990	119	\$73,914,590	87%	\$ 4,133,924
Isanti	\$ 813,577	21	\$5,687,681	MET	699%	0	\$ -	6	\$1,858,578	0	\$ -	27	\$7,546,259	96%	\$ 380,049
Kandiyohi	\$ 825,465	16	\$2,567,568	MET	311%	2	\$468,215	2	\$ 559,970	11	\$ 201,720	31	\$3,797,473	61%	\$ 284,100
McLeod	\$ 694,981	15	\$2,943,154	MET	424%	2	\$446,928	3	\$737,358	2	\$130,990	22	\$4,258,428	91%	\$ 271,585
Meeker	\$ 442,567	10	\$1,834,817	MET	415%	2	\$501,176	2	\$ 520,301	2	\$ 14,389	16	\$2,870,683	88%	\$ 195,400
Mower	\$ 754,285	44	\$6,962,325	MET	923%	3	\$584,683	6	\$1,407,798	2	\$ 23,990	55	\$8,978,796	95%	\$ 735,580
New Prague	\$ 156,057	2	\$450,250	MET	289%	0	\$ -	0	\$ -	0	\$ -	2	\$450,250	100%	\$ 28,000
New Urm	\$ 265,333	2	\$333,343	MET	126%	0	\$ -	0	\$ -	3	\$ 175,151	5	\$508,494	40%	\$ 23,950
North Mankato	\$ 269,968	3	\$1,070,983	MET	397%	0	\$ -	0	\$ -	2	\$108,759	7	\$1,179,742	71%	\$ 73,200
NW MN Multi-Co. HRA	\$ 1,554,052	24	\$3,318,433	MET	214%	5	\$768,917	2	\$442,121	10	\$230,990	41	\$4,760,461	73%	\$ 302,660
Oakdale	\$ 530,722	14	\$3,389,079	MET	639%	4	\$1,030,720	2	\$ 739,689	0	\$ -	20	\$5,159,488	100%	\$ 299,200
Olmsted	\$ 3,104,656	44	\$10,257,128	MET	330%	7	\$2,123,467	7	\$1,937,318	6	\$140,475	64	\$14,458,388	89%	\$ 866,150
Osakis	\$ 100,000	1	\$164,000	MET	164%	0	\$ -	1	\$232,800	1	\$ 7,425	3	\$404,225	67%	\$ 25,700
Otter Tail	\$ 807,717	8	\$1,260,723	MET	156%	0	\$ -	0	\$ -	4	\$109,597	12	\$1,370,320	67%	\$ 109,100
Prime County HRA	\$ 520,868	15	\$2,933,753	MET	563%	1	\$ 255,208	1	\$ 320,150	0	\$ -	17	\$3,509,111	100%	\$ 256,000
Ramsey	\$ 4,562,198	48	\$11,571,515	MET	253%	11	\$3,410,843	9	\$2,595,692	10	\$ 316,499	78	\$17,894,549	87%	\$ 991,045
Red Wing	\$ 316,168	2	\$456,242	MET	145%	0	\$ -	1	\$185,085	1	\$ 25,000	4	\$666,327	75%	\$ 35,950
Rice	\$ 1,280,146	21	\$4,829,083	MET	377%	2	\$464,951	5	\$1,379,486	2	\$ 34,936	30	\$6,708,456	93%	\$ 399,190
Sandstone	\$ 100,000	1	\$248,907	MET	249%	1	\$199,633	0	\$ -	0	\$ -	2	\$448,540	100%	\$ 27,300
Sartell	\$ 370,652	0	\$0	NOT MET	0%	1	\$266,091	3	\$1,019,960	0	\$ -	4	\$1,286,051	75%	\$ 42,000
Seak Rapids	\$ 260,660	6	\$1,393,451	MET	535%	2	\$12,600	0	\$ -	0	\$ -	8	\$1,806,051	100%	\$ 127,500
Scott	\$ 2,860,726	25	\$6,668,958	MET	233%	6	\$1,668,333	12	\$3,705,290	0	\$ -	43	\$12,042,581	95%	\$ 601,100
SE MN Multi-Co. HRA	\$ 1,447,414	16	\$3,204,602	MET	221%	6	\$1,528,796	11	\$2,499,022	2	\$ 38,536	35	\$7,270,956	94%	\$ 454,750
Sherburne	\$ 1,785,321	31	\$9,029,115	MET	506%	2	\$592,095	14	\$4,642,126	11	\$389,835	58	\$14,654,071	81%	\$ 719,850
St Cloud	\$ 1,343,734	69	\$13,736,940	MET	1022%	11	\$2,439,195	12	\$2,760,767	3	\$ 75,006	95	\$19,011,908	97%	\$ 1,352,930
St Joseph	\$ 131,300	1	\$244,708	MET	186%	0	\$ -	1	\$ 251,618	0	\$ -	2	\$496,326	100%	\$ 32,000
St Louis	\$ 3,777,851	86	\$13,348,164	MET	353%	6	\$1,375,528	31	\$5,624,446	14	\$ 302,199	137	\$20,650,337	89%	\$ 1,701,066
Oswatonna/Steele County	\$ 705,055	24	\$4,680,160	MET	664%	3	\$ 764,704	4	\$ 895,114	1	\$ 30,000	32	\$6,369,978	97%	\$ 433,700
Stevens County HRA	\$ 183,263	2	\$220,065	MET	120%	0	\$ -	0	\$ -	0	\$ -	2	\$220,065	100%	\$ 28,000
SW Regional Dev. Commission	\$ 2,186,457	43	\$6,681,987	MET	306%	3	\$557,846	9	\$1,341,156	9	\$ 237,800	64	\$8,818,789	84%	\$ 711,298
Swift	\$ 183,075	15	\$2,201,411	MET	1202%	0	\$ -	0	\$ -	2	\$ 30,040	17	\$2,231,451	88%	\$ 194,970
Washington	\$ 4,752,402	48	\$13,317,218	MET	280%	17	\$5,473,613	17	\$5,255,614	5	\$242,900	87	\$24,289,345	93%	\$ 1,203,950
Watsonian	\$ 203,698	4	\$488,975	MET	244%	0	\$ -	0	\$ -	3	\$ 109,803	7	\$598,778	97%	\$ 60,500
Winona - City of	\$ 488,783	15	\$2,524,528	MET	516%	4	\$855,858	1	\$ 194,570	0	\$ -	20	\$3,575,136	100%	\$ 290,310
Wright	\$ 2,847,745	37	\$9,796,139	MET	344%	7	\$2,090,844	13	\$4,229,727	2	\$ 46,093	59	\$16,162,803	92%	\$ 802,800
Totals	\$ 77,234,969	1,244	\$268,460,907		348%	173	\$ 45,466,656	279	\$ 75,708,987	218	\$6,239,771	1,914	\$395,876,321	88%	\$ 24,179,174

*Participants must use at least 50% of their allocation by the end of the program year in order to participate next year.

**Not MCPP Eligible. Borrower income is above 80% of Area Median Income.

LOCAL HOUSING TRUST FUNDS IN MINNESOTA

February 2023

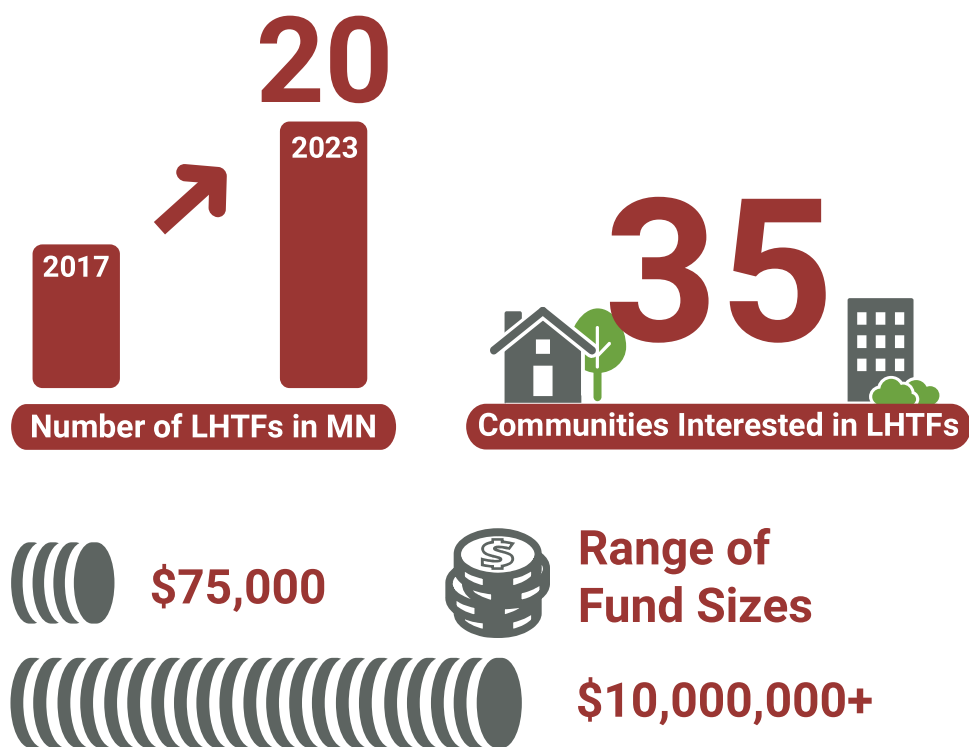


Local Housing Trust Funds (LHTF) are funds established by a local government by dedicating local public revenue for housing. They are a consistent, flexible resource for housing within a local jurisdiction. Trust funds help communities leverage public and private resources and jumpstart projects that draw investment and jobs. LHTFs enable prioritizing developments that maximize benefit to the community.

In 2017, the Minnesota Legislature defined a LHTF in law, providing clarity to assist local jurisdiction with housing investments. In 2021, to incentivize LHTFs, they authorized a state match fund of \$1 million, providing a one-to-one match on the first \$150,000 of new revenue invested in housing trust funds by cities and counties, and a one-to-two match on the next \$150,000 of available funds.

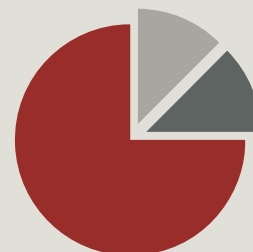
Since 2017, Minnesota has seen a steady increase in LHTFs, as 20 cities and counties across the state have adopted them, with more on the way. This report includes information from MHP's third annual survey of cities and counties regarding LHTF.

Local Housing Trust Funds by the numbers:

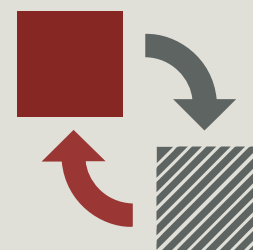


From big to small, rural to metro, LHTFs can serve the housing needs of communities of all types and sizes.

Benefits of LHTFs



Leverage private dollars



Provide flexibility to meet local needs



Encourage local contributions

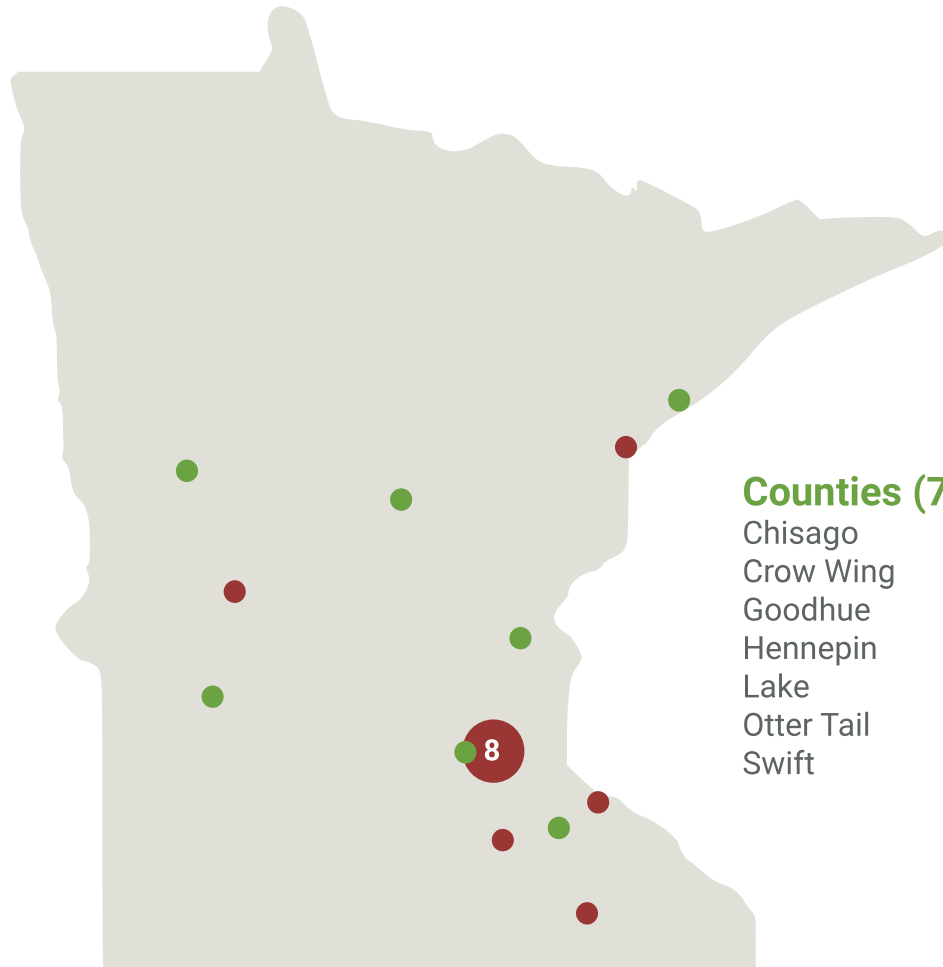


Establish dedicated sources of revenue

Local Housing Trust Funds Across Minnesota

Cities (13):

Alexandria
Bloomington
Duluth
Eden Prairie
Edina
Minneapolis
Minnetonka
Northfield
Red Wing
Richfield
Rochester
St Louis Park
St Paul



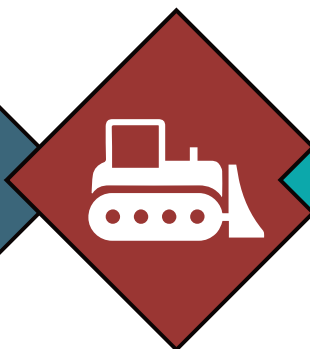
Counties (7):

Chisago
Crow Wing
Goodhue
Hennepin
Lake
Otter Tail
Swift

Common Uses For LHTFs



Homebuyer
Assistance



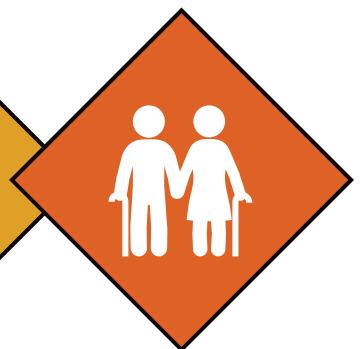
Preservation



Gap Financing



Creating Deeper
Affordability



Housing
Stability

Featured Stories:

Duluth

Population: 86,372

After years of careful planning, Duluth's Housing Trust Fund, a partnership between the City of Duluth and LISC Duluth, was launched in 2022. The partnership came together after Mayor Larson and city staff, along with LISC Duluth, attended a National League of Cities' training on housing and health equity. Upon his return, Mayor Larson established the Mayor's Housing Task Force, which issued a 2020 report including recommendation for a housing trust fund.



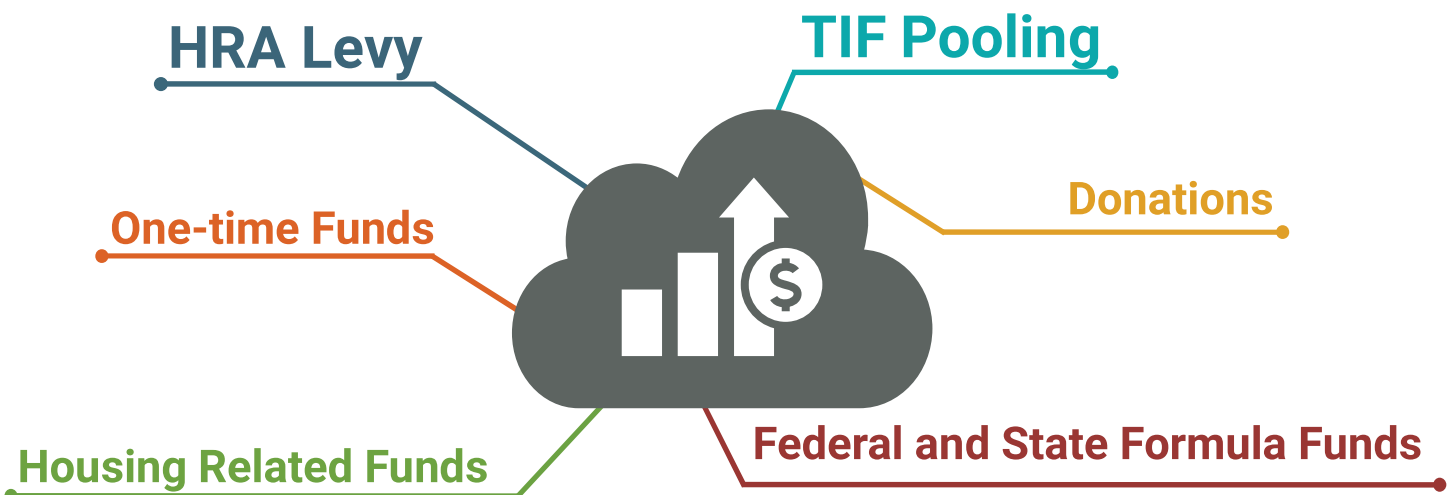
Photo: Skyline of Duluth, MN

The partnership has resulted in a HTF established by the city, LISC Duluth, and other partners, with initial funds of \$16 million: approximately \$4 million to be administered by the city and \$12 million administered by LISC Duluth. A committee appointed by Mayor Emily Larson and confirmed by the Duluth city council provides oversight and recommendations on HTF applications, both those administered by the City and those by LISC Duluth.

Funds have already been allocated to several projects. The unique partnership between the City of Duluth and LISC Duluth has provided resources for a broader range of housing goals. The City and LISC Duluth have different purposes for their funds. City of Duluth funds primarily help projects get started, including options for revolving funds to provide construction financing to projects experiencing short-term funding gaps. LISC Duluth intends to focus funds it administers in big multifamily developments and other large projects.

"Having unique objectives for the funds administered by the City and LISC is helpful, as there are so many important but competing priorities in housing. This approach allows funds to better support our significant housing needs in Duluth through multiple strategies focused on a range of housing types," says Adam Fulton, Deputy Director, Planning and Economic Development Department, City of Duluth.

Common Funding Sources For LHTFs



Minnetonka

Population: 53,266

In 2020, the City of Minnetonka established its Affordable Housing Trust Fund (AHTF). While the fund was initially created to provide rental assistance to households impacted by COVID-19, in 2021 the city received special legislation to transfer the existing balance of “pooled” tax increment, approximately \$5 million, to its HTF for expanded affordable housing opportunity. The special legislation allowed the city to diversify the level of affordability beyond the requirements under TIF law.

Currently, Minnetonka’s AHTF has approximately \$7 million. Accomplishments to date include assisting 187 households with up to \$1,500 in rental assistance, ensuring deeper affordability for more units in three large mixed-income rental properties, and providing emergency assistance to households at risk of homelessness. Plans for 2023 include expanding a down-payment assistance program.



Photo: Multifamily housing building in Minnetonka, MN

Chisago County

Population: 57,469

Chisago County adopted its HTF in 2021, with a focus on workforce housing for moderate, low and very low-income residents and households. The County designated the Chisago County HRA/EDA as the fund administrator, a good fit as the HRA/EDA brings extensive experience in developing, managing, and owning affordable properties. The HRA/EDA funded the HTF from its existing budget, with an initial fund of \$150,000. It has now grown to \$556,000, with funds added in 2022 and 2023 from HRA/EDA-owned housing that generates revenue. The HRA/EDA is also soliciting gifts, grants, and donations by corporations or individuals and may add proceeds from future sale of HRA/EDA parcels.

“Having the Housing Trust Fund in our toolbox has been getting the attention of developers and we are optimistic to have projects underway in the near future.” — Nancy Hoffman, Chisago County HRA-EDA



According to Nancy Hoffman, Executive Director of the Chisago County HRA-EDA, *“In our area (Chisago County) it can be difficult to attract affordable housing developers because we are just far enough out of the metro area that they cannot get the rents to make the project cash flow as they can just a few miles away.”*

Note: Sources and uses for LHTFs, and other details, are identified in this report to the best of our ability. Please contact MHP with any corrections.

CONTACT US

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Elizabeth Glidden, Deputy Executive Director
elizabeth.glidden@mhponline.org :: 612-396-2288

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Local Housing Trust Funds Established in Minnesota

	Date Adopted	Funding Source(s)	Use(s)
Alexandria	2019	<ul style="list-style-type: none"> TIF Pooling HRA Levy Housing Related Funds 	<ul style="list-style-type: none"> Homebuyer Assistance Preservation
Bloomington	2019	<ul style="list-style-type: none"> TIF Pooling One-time Funds Donations Housing Related Funds 	<ul style="list-style-type: none"> Housing Stability Preservation Gap Financing Revolving Loan Fund
Duluth	2022	<ul style="list-style-type: none"> HRA Levy Housing Related funds 	<ul style="list-style-type: none"> Preservation Gap Financing
Eden Prairie	2022	<ul style="list-style-type: none"> Still Determining 	<ul style="list-style-type: none"> Still Determining
Edina	2019	<ul style="list-style-type: none"> TIF Pooling Housing Related Funds 	<ul style="list-style-type: none"> 4d Program Costs Preservation Gap Financing
Minneapolis	2003	<ul style="list-style-type: none"> TIF Pooling One-time Funds Federal and State Formula Funds 	<ul style="list-style-type: none"> Gap Financing Preservation
Mnetonka	2022	<ul style="list-style-type: none"> TIF Pooling 	<ul style="list-style-type: none"> Housing Stability Gap Financing
Northfield	2022	<ul style="list-style-type: none"> Housing Related Funds 	<ul style="list-style-type: none"> Homebuyer Assistance
Red Wing	2015	<ul style="list-style-type: none"> HRA Levy TIF Pooling 	<ul style="list-style-type: none"> Homebuyer Assistance Gap Financing Preservation
Richfield	2020	<ul style="list-style-type: none"> Federal and State Formula Funds EDA Levy Housing Related Funds 	<ul style="list-style-type: none"> Homebuyer Assistance Housing Stability
Rochester	2018	<ul style="list-style-type: none"> One-time Funds Donations 	<ul style="list-style-type: none"> Deepen Affordability
St. Louis Park	2018	<ul style="list-style-type: none"> TIF Pooling HRA Levy 	<ul style="list-style-type: none"> Homebuyer Assistance Preservation Gap Financing Deepen Affordability
St. Paul	2019	<ul style="list-style-type: none"> One-time Funds Parking revenues 	<ul style="list-style-type: none"> Homebuyer Assistance Housing Stability Gap Financing 4d Program Costs
Chisago County	2021	<ul style="list-style-type: none"> Housing Related Funds 	<ul style="list-style-type: none"> Affordable Housing
Crow Wing County	2019	<ul style="list-style-type: none"> HRA Levy 	<ul style="list-style-type: none"> Gap Financing Homebuyer Assistance Preservation
Goodhue County	2018	<ul style="list-style-type: none"> HRA Levy 	<ul style="list-style-type: none"> Homebuyer Assistance Housing Stability Gap Financing
Hennepin County	2000	<ul style="list-style-type: none"> HRA Levy 	<ul style="list-style-type: none"> Gap Financing Preservation
Lake County	2022	<ul style="list-style-type: none"> HRA Levy Housing Related Funds 	<ul style="list-style-type: none"> Still Determining
Otter Tail County	2021	<ul style="list-style-type: none"> HRA Levy 	<ul style="list-style-type: none"> Still Determining
Swift County	2020	<ul style="list-style-type: none"> HRA Levy Chippewa Valley Ethanol Company Shares 	<ul style="list-style-type: none"> Preservation Gap Financing

Common Funding Sources

- HRA levy
- TIF pooling
- Housing related funds (includes land sale proceeds, in lieu of fees, etc)
- Federal and State Formula Funds (CDBG, HOME, ARPA, etc)
- One-time Funds (initial funding, annual appropriations, etc)
- Donations (individual and organizational)

Common Uses

- Homebuyer Assistance
- Preservation (single family rehab, multi-family rehab, NOAH preservation)
- Gap financing (new construction, redevelopment)
- Creating deeper affordability
- Housing Stability (emergency housing assistance)



Becker County Planning Commission
November 19th, 2025

An audio recording of the meeting is available at:
https://www.co.becker.mn.us/government/meetings/planning_zoning/planning_commission/

Members Present: Chairman Dave Blomseth, Commissioner Phil Hansen, Kim Mattson, Tommy Ailie, Jeff Moritz, Craig Hall, Commissioner Erica Jepson, Harvey Aho, Nancy Bachmann, Tom Disse, and Zoning Administrator Kyle Vareberg. **Members Absent:** Kohl Skalin, Mary Seaberg, and John Okeson.

Chairman Dave Blomseth called the Planning Commission meeting to order at 6:00 pm. Becker County Zoning Technician Nicole Bradbury recorded the minutes.

Harvey Aho made a motion to approve the minutes from the October 29, 2025, meeting. Moritz second. All members in favor. Motion carried.

Chairman Dave Blomseth explained the protocol for the meeting and stated that the recommendations of the Planning Commission will be forwarded to the County Board of Commissioners for final action.

New Business:

1. **APPLICANT: DHV Ventures LLC** 190 Gleason Lake Rd Wayzata, MN 55391
Project Location: 28774 St Hwy 34 Detroit Lakes, MN 56501 **LEGAL LAND DESCRIPTION:** Tax ID Number: **08.1049.304** Section 25 Township 139 Range 041; HILLCREST ACRES Lot 004 Block 001 25-139-41 LOT 4 HILLCREST AC LESS .1AC (PT 8-432). PT NE1/4 NE1/4, PT SE1/4 NE1/4: COMM NE COR LOT 4 BLK 1 HILLCREST AC, S 145.71' TO POB; S 145.71', S 305.83' TO N ROW TH 34, NE 122.39' AL HWY, NW 277.56' TO POB. **APPLICATION AND DESCRIPTION OF PROJECT:** Request a Conditional Use Permit to rent out shop space for commercial use and storage.

Sue Sonnenberg, neighbor, spoke and shared concerns about increased traffic and a desire to know the specific types of businesses that will utilize the spaces.

One letter was received in regard to this application and is on file with the Becker County Planning and Zoning office and available upon request.

MOTION: Hall motioned to approve the application. Disse second. Roll Call; All in favor. None opposed. Motion carried.

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51 **2. APPLICANT: Devin Wood on behalf of Timothy D Heggestuen** 19553 Co Hwy
52 131 Detroit Lakes, MN 56501 **Project Location:** 19553 Co Hwy 131 Detroit Lakes,
53 MN 56501 **LEGAL LAND DESCRIPTION:** Tax ID Number: **08.0248.000** Section
54 15 Township 139 Range 041; 15-139-41 PT GOVT LOT 5: BEG SW COR GOVT
55 LOT 5, E 472', N 461.6', W 472', S 461.6' TO POB. **PARCEL A. APPLICATION**
56 **AND DESCRIPTION OF PROJECT:** Request a Conditional Use Permit to operate
57 a firearms business.
58

59
60 Four (4) letters were received in regard to this application and are on file with the Becker County
61 Zoning office and available upon request.
62

63
64 **MOTION: Hall motioned to approve the application with the stipulation there be**
65 **no customer shooting range or customer testing of guns. Aho second. Roll Call;**
66 **All in favor. None opposed. Motion carried.**
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69
70 **Other Business:**
71

- 72 I) **Tentative Date for the Next Informational Meeting: November 26th, 2025; 8:00 am; 3rd**
73 **Floor Meeting Room in the Becker County Courthouse, Detroit Lakes, MN.**
74
75

76 **Since there was no further business to come before the Board, Ailie made a motion to**
77 **adjourn. Disse second. All in favor. Motion carried. The meeting adjourned at 6:15 pm.**
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82 **David Blomseth, Chairman**

83 **Jeff Moritz, Secretary**

84 **ATTEST**
85

86 **Kyle Vareberg, Zoning Administrator**

Motion to close the meeting pursuant to Minn. Stat. Section 13D.05 Subd. 3 (a) A public body may close a meeting to evaluate the performance of an individual who is subject to its authority. The public body shall identify the individual to be evaluated prior to closing a meeting. At its next open meeting, the public body shall summarize its conclusions regarding the evaluation. A meeting must be open at the request of the individual who is the subject of the meeting.